

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 3-30				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2019 Base                      Option Period Number    3			Title of Work Assignment/SF Site Name UIC Program ICR Renewal				
Contractor Cadmus Group LLC, The					Specify Section and paragraph of Contract SOW 4.3.2, 4.3.3					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From 07/01/2018 To 06/30/2019				
Comments: Immediate start is authorized for this work assignment but work shall not commence until 7/1/18.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> (Max 2)                      Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
09/01/2015 To 06/30/2019				0						
This Action:				420						
Total:				420						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name    Kyle Carey  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-2322 FAX Number:				
Project Officer Name    Nancy Parrotta  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-5260 FAX Number:				
Other Agency Official Name    Lisa Mitchell-Flinn  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2852 FAX Number:				
Contracting Official Name    Angela Lower  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2036 FAX Number:				

**PERFORMANCE WORK STATEMENT**  
**Cadmus EP-C-15-022**  
**Work Assignment No. 3-30**  
**July 1, 2018 to June 30, 2019**

**I. ADMINISTRATIVE:**

**A. Title: UIC Program ICR Renewal**

**B. Work Assignment Manager:**

Kyle Carey  
Office of Ground Water and Drinking  
Water (OGWDW)  
1200 Pennsylvania Avenue, NW (MC:  
4606M)  
Washington, DC 20460  
202-564-2322  
[carey.kyle@epa.gov](mailto:carey.kyle@epa.gov)

**Alternate Work Assignment Manager:**

Jeff Jollie  
Office of Ground Water and Drinking  
Water (OGWDW)  
1200 Pennsylvania Avenue, NW (MC:  
4606M)  
Washington, DC 20460  
202-564-3886  
[jollie.jeff@epa.gov](mailto:jollie.jeff@epa.gov)

**C. Quality Assurance:**

The tasks in this work assignment require the use of primary and/or secondary data. Collection, use and analysis of data will be identical to the procedures described in the PQAPP completed under WA 2-30 consistent with the Agency's quality assurance (QA) requirements, supplementing the programmatic quality assurance project plan (PQAPP). The project specific quality assurance requirements must be addressed in the monthly progress reports as specified under Task 0, below.

**D. Background:**

The Underground Injection Control (UIC) Program Information Collection Request (ICR) is the authoritative instrument for the collection of crucial data characterizing permitted injection well activity and compliance on a national scale. The data are used by EPA to understand UIC program implementation. The current UIC program ICR expires on 12/31/18. The ICR developed under this WA must be delivered to the Office of Management and Budget 30 days prior at a minimum.

**E. Quality Assurance:**

Task(s) 1.2, 1.3, and 1.4 in this work assignment require the use of primary and/or secondary data. Consistent with the Agency's quality assurance (QA) requirements, the contractor must supplement the Contract-Level Quality Assurance Project Plan (QAPP), which has been provided by the contractor, to assure the quality of the data used under task(s) 1.2, 1.3, and 1.4 of this work assignment. Work on this/these task(s) will proceed under the SQAPP developed



for WA 2-30. The project specific quality assurance requirements must be addressed in the work plan and monthly progress reports as specified under Task 0, below.

## **II. OBJECTIVE:**

The contractor shall provide 420 hours level of effort of technical and coordination support to Headquarters (HQ) for the renewal of the UIC program ICR and associated notice and comment activities. Careful preparation of the ICR is crucial for clearance by the Office of Management and Budget (OMB). Contractor support will help HQ request, review, and incorporate input on UIC program reporting/information collection in order to update and renew the UIC program ICR. This WA supports the implementation of the UIC program under the SDWA and is a continuation of WA 2-30 under EP-C-15-022. Work performed by the contractor is covered specifically under tasks 4.3.2 and 4.3.3.

## **III. TASK DETAIL:**

The contractor shall perform the following tasks:

### **Task 0 – Work Plan Submission**

The contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks in accordance with the clause Work Assignments (EPAAR 1552.211-74). The work plan shall include a description of: (a) proposed staff; (b) the number of hours and labor classifications proposed for each task, broken down to task level, to include both prime contractor and subcontractor labor; and (c) a list of deliverables, with due dates and schedule for deliverables.

In addition, the contractor shall prepare a statement indicating that this WA is a continuation of WA 2-30. The Supplemental Project Specific Quality Assurance Project Plan (SQAPP) developed under WA 2-30 of this contract will be used to ensure the quality of secondary data used to complete these tasks. The work plan shall explain when the SQAPP will be submitted based on the specific data requirements of the WA. This task also includes monthly progress and financial reports. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved. Monthly financial reports must include a table with the invoice LOE and costs' broken out by the tasks in this WA.

The tasks under this work assignment do not require the acquisition of “off-site” facilities for conferences and meetings as defined in the IPN 12-05 and the events associated with this work assignment are not covered by EPA Order 1900.3 and do not require EPA Form 5170.

The contractor shall immediately alert the WA COR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort

can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

#### **Task 1.0**

The contractor shall review the assumptions and relevant program information upon which the UIC program ICR was developed. The contractor shall directly or in a review capacity work to develop the documentation, forms, worksheets, and notices needed to obtain OMB clearance of the renewal package. As part of this effort the contractor will lead/support the:

1. Prepare and maintain a “living” timeline that includes task milestone requirements and completions.
2. Development and submittal of all documents supporting all stages of the ICR renewal package
3. Evaluation of the burden calculations in response to public, state, industry and other stakeholder input. Update ICR and appendices as necessary and provide justification of any change in burden
4. Consultation with fewer than 10 state or other UIC stakeholders to obtain feedback on the UIC program ICR
5. Support setting up a federal docket and issuance of two federal register notices
6. Organization and response to public comments on the ICR
7. Editing the 7520 forms as needed to meet the needs of the new ICR

#### **IV. SCHEDULE OF DELIVERABLES:**

<b>TASK No.</b>	<b>DELIVERABLE</b>	<b>DATE DUE TO EPA</b>
<b>Task 0: Work-plan Submission</b>		
	Work-plan, budget, and QA supplemental	According to contract.
	Monthly progress reports	Monthly
<b>Task 1:</b>		
1.1	Detailed timeline	Within 2 weeks of work plan approval
1.2	Draft and final ICR	8/20/18 and 10/1/18
1.3	Overview of burden calculation changes	8/20/18
1.4	Language for consultation email	7/1/18
1.5	FRN document	8/20/18
1.6	Summary of docket comments	8/20/18
1.7	7520 forms	9/6/18
1.7a	Create the fronts and backs of at a minimum 10 new 7520 forms	9/6/18
1.7b	Create a new 7520-13 form	9/6/18
1.7c	Review the backs of all 7520 forms	9/6/18
1.7d	Prepare an ICR appendix documenting the form revision/burden reduction process	9/6/18

#### **V. MISCELLANEOUS**

Software Application Files and Accessibility

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2003 or higher)
Preferred presentation format:	Power Point, Office 2003 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

## VI. Quality Assurance Surveillance Plan

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, timeliness/deliverables, and document development standards. Additional project specific quality assurance surveillance plan requirements are identified below.

<u>Performance Requirements</u>	<u>Performance Standards</u>	<u>Surveillance Methods</u>
Performance Standards are applicable to all PWS requirements and will be utilized to determine eligibility for Award Term Options.		
<b>Programmatic Standard:</b> Outputs are based on best available information and resources; Documentation of sources used, not used, and limitations of available data; Description of methodological choices made both conceptually and in data selection. Assumptions utilized in environmental planning and applying engineering principles are clearly documented.	No more than 15% of deliverables and work products for any WA furnished to EPA for review by CL COR/WACOR and QAO shall require revisions to meet the requirements of the QMP and QAPP for the WA.	EPA will review all products for conformance with the requirements of the SDWA Amendments, Clean Water Act and other related mandates, including Small Business Regulatory Enforcement Fairness Act 1996 (SBREFA) and Unfunded Mandates Reform Act of 1995 (UMRA).
<b>Cost Control Standard:</b> Implementation of cost control system to monitor and track project status, that indicate level of budget utilized and forecast remaining budget needs to	The contractor shall manage costs to the level of the approved ceiling on each individual WA. The contractor shall notify the EPA WACOR, CL COR, and CO when 75% of the approved funding ceiling for	The EPA CL COR will routinely discuss the work progress and contract level and individual task order expenditures with the Project Manager. The WACOR will maintain regular contact with the Contractor's designated

complete project. The contractor shall notify project COR immediately in cases where issues impact project cost are identified. The contractor shall provide a risk management strategy that identifies specific project element(s) that adversely impact proposed work plan. The risk management strategy shall present impacts if course is continued without mitigation, and solutions to resolve the issue(s). The risk Management Strategy shall consider process, schedule, prioritization, and cost benefit analysis.	any particular WA is reached. If a contractor fails to manage and control cost, any resultant overrun cannot exceed the total contract obligation for that period.	task order manager/project manager to discuss task order progress and expenditures and will review and verify expenditures and technical progress before invoice payments are authorized.
<b>Schedule Standard:</b> Services and deliverables shall be in accordance with schedules stated in each task order. Unless amended or modified by an approved EPA action, a deliverable that is received 7-days past the due date, will be considered unsatisfactory performance..	No more than 15% of all deliverables per WA shall be submitted more than 3 work days past the due date.	EPA will closely monitor task milestone and deliverable schedules and review the Contract Monthly Progress Reports and any special reporting requirements to compare actual delivery dates to those approved in task orders. EPA will notify the contractor when it becomes apparent that an established schedule will not be met.
<b>Document Development:</b> Documents shall be technically and factually accurate, and suited to the intended audience. The draft version of a document shall meet a standard of no more than 2 typographical and/or grammatical errors per page and require no more than two editorial revisions. Final documents must meet a standard of no more than 2	No more than 15% of deliverables and work products for any WA furnished to EPA for review by CL COR/WACOR and QAO shall require revisions to meet the requirements of the QMP and QAPP for the WA.	The WAC will review drafts to assess technical accuracy and editorial quality. The WACOR will identify all inaccuracies and needed edits and corrections to the Contractor in the initial review of draft documents

typographical and/or grammatical errors per document.		
---	--	--

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 3-32			
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:			
Contract Number EP-C-15-022			Contract Period   09/01/2015   To   06/30/2019 Base                      Option Period Number       3			Title of Work Assignment/SF Site Name GS Class VI Rule Implementatio			
Contractor Cadmus Group LLC, The					Specify Section and paragraph of Contract SOW 2.2, 2.3, 4.3				
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From   07/01/2018   To   06/30/2019			
Comments: Immediate start is authorized for this work assignment but work shall not commence until 7/1/18.									
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Superfund         <span>Accounting and Appropriations Data</span> <input checked="" type="checkbox"/> Non-Superfund       </div>									
Note: To report additional accounting and appropriations date use EPA Form 1900-69A.									
SFO <input type="checkbox"/> (Max 2)									
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)  (Cents)	Site/Project (Max 8)	Cost Org/Code
1									
2									
3									
4									
5									
Authorized Work Assignment Ceiling									
Contract Period:		Cost/Fee:		LOE:					
09/01/2015   To   06/30/2019				0					
This Action:				1,665					
Total:				1,665					
Work Plan / Cost Estimate Approvals									
Contractor WP Dated:				Cost/Fee		LOE:			
Cumulative Approved:				Cost/Fee		LOE:			
Work Assignment Manager Name   MaryRose Bayer  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-1981 FAX Number:			
Project Officer Name   Nancy Parrotta  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-5260 FAX Number:			
Other Agency Official Name   Lisa Mitchell-Flinn  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2852 FAX Number:			
Contracting Official Name   Angela Lower  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2036 FAX Number:			

**PERFORMANCE WORK STATEMENT**  
**EP-C-15-022**  
**Work Assignment 3-32**  
**July 1, 2018 to June 30, 2019**

**I. ADMINISTRATIVE:**

**A. Title:** Geologic Sequestration: Class VI Rule Implementation and Permitting Support

**B. Work Assignment Contracting Officer's Representative (WACOR):**

Mary Rose Bayer  
Office of Ground Water and Drinking Water (OGWDW)  
1200 Pennsylvania Avenue, NW (MC: 4606M)  
Washington, DC 20460  
202-564-1981  
[Bayer.maryrose@epa.gov](mailto:Bayer.maryrose@epa.gov)

**Alternate Work Assignment Contracting Officer's Representative (WACOR):**

Suzanne Kelly  
Office of Ground Water and Drinking Water (OGWDW)  
1200 Pennsylvania Avenue, NW (MC: 4606M)  
Washington, DC 20460  
202-564-3887  
[kelly.suzanne@epa.gov](mailto:kelly.suzanne@epa.gov)

**C. Quality Assurance:**

Task(s) 1 through 4 in this work assignment require quality assurance (QA). Collection, use and analysis of data will be identical to the procedures described in the Supplemental Project Specific Quality Assurance Project Plan (SQAPP) completed under: task(s) 0 of WA0-32, for Tasks 1 through 3; and, EP-C-15-022 (i.e., task 0 of WA 0-38, for Task 4), consistent with the Agency's Quality Assurance (QA) requirements, appending the Contract Quality Assurance Project Plan (QAPP). The project specific QA requirements must be addressed in the monthly progress reports as specified under Task 0, below.

**D. Background:**

Geologic Sequestration (GS) is the process of injecting carbon dioxide (CO<sub>2</sub>) captured from an emission source (e.g., a power plant or industrial facility) into deep subsurface rock formations for long-term storage. It is part of a process known as "carbon capture and storage," or CCS. EPA's Underground Injection Control (UIC) Program regulations are designed to protect underground sources of drinking water (USDW) from injection related activities. Endangerment can occur when well construction, operation, maintenance, conversion, plugging, abandonment, and other injection activities cause a fluid to enter a USDW or when the fluid is injected directly into a USDW. To prevent endangerment, EPA's UIC Program Class VI regulations establish "minimum requirements" for: permitting, siting, area of review evaluation, corrective action, well construction, operation, inspection, monitoring, recordkeeping, reporting, post-injection site care, plugging and abandonment, site closure and

financial responsibility. EPA is currently implementing the Class VI regulations nationally. The tasks under this work assignment support Class VI implementation, technical permitting assistance, and fulfillment of the Agency's goal of protecting USDWs.

## **II. OBJECTIVE:**

The contractor shall support EPA in: supporting implementation through Class VI-related technical assistance and permit applicant support; conducting literature reviews and research related to GS and CCS issues.

## **III. TASK DETAIL:**

The contract level sections that support this work assignment include: 2.2, 2.3, and 4.3.

The LOE for this work assignment is: 1,665 hours.

The contractor shall perform the following tasks:

### **Task 0: Work Plan and Monthly Progress Reports**

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and contract costs.

In addition, the contractor shall prepare a statement indicating that this WA is a continuation of WA 0-32, 1-32 and 2-32; and, that Task 4 is a continuation of EP-C-15-022 WA 2-38.

The work plan shall explain that collection, use and analysis of data in this work assignment will be identical to the procedures described in the SQAPP completed under Task(s) 0 of WA 0-32 and EP-C-15-022 (Task 0 of) WA 0-38. This task also includes monthly progress and financial reports. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved.

Monthly financial reports must include a table with the invoice LOE and costs broken out by the tasks in this WA. The contractor shall immediately notify the Contract Level Contracting Officer Representative (CL-COR) and Work Assignment Contracting Officer Representative (WACOR) if any changes to the tasks involving the collection and analysis of the data occur and prepare a new SQAPP supplementing the Contract QAPP accordingly. Work on these tasks cannot proceed until the contractor receives notification of the new SQAPP approval from the CL-COR via e-mail.

### **Task 1: Regional Permitting Support**

The EPA directly implements the Class VI rule in all States, Tribes and Territories except North Dakota (which received primary enforcement responsibility in 2018). Due to the technical complexity of Class VI GS well requirements, permit applicants and EPA Regions have turned to the EPA GS team (located in Washington, DC) for support in the permitting process. The



contractor shall provide support to EPA in early discussions and data/information evaluations with prospective Class VI permit applicants.

### **Subtask 1.1: Permitting Support**

The contractor shall support EPA in reviewing select pre-application information and/or parts of draft Class VI geologic sequestration permit applications (e.g., initial Area of Review (AoR) model; project plans; financial responsibility demonstrations; non-endangerment demonstrations; well construction schematics; etc.). EPA will provide the contractor with the draft permit application and/or information upon receipt from the (prospective) permit applicants/Regions seeking support. For estimation purposes, the contractor shall assume supporting EPA in review of four discrete technical areas/topics (see examples above).

Within 10 weeks of receipt of the draft permit application (or information), the contractor shall conclude the following:

- 1) Review of the draft permit application or information to ensure that the information submitted is complete, in accordance with the requirements of 40 CFR 144 and 146;
- 2) Identification of technical issues that may require additional attention and detail; and,
- 3) Development of a list of questions that require follow-up correspondence with the permit applicant or research on the part of the permit writer.

The contractor shall provide a draft summary report of their review including responses to items 1 through 3 above to the EPA WACOR for review and comment. Upon receipt of comments from the EPA WACOR, the contractor shall finalize each permit summary report within 10 business days. For purposes of estimation, the summaries will be approximately 10-30 pages in length.

### **Subtask 1.2: Technical Calls**

The contractor shall anticipate participating in four, two-hour conference calls with EPA and the prospective applicant(s). It is not anticipated that the outcome of these calls will change the scope of the contractor's work but will serve to communicate specific details and/or decisions to the prospective permit applicant to inform their understanding of the Class VI rule.

## **Task 2: Technical Permitting Support: Region 5**

In 2014, EPA issued two Class VI permits to Archer Daniels Midland (ADM), located in Decatur, IL (in Region 5). During the performance period of this WA, EPA anticipates evaluation of operational and post-injection site care information submitted pursuant to Class VI requirements for the ADM CCS#1 and CCS#2 wells (e.g., routine monitoring data; reports; AoR revisions. Due to the technical complexity of Class VI requirements, the Agency's commitment to safe and effective deployment of Carbon Capture and Storage technologies, and protection of USDWs, it is incumbent upon the EPA that we make timely, technically sound decisions in response to permittee submittals.

### **Subtask 2.1: AoR Reevaluations**

As a follow-on to work conducted under a previous contract (i.e., EP-C-08-015) and WAs (i.e., 0-32, 1-32, and 2-32) of this contract, the contractor shall provide technical support to EPA in reviewing information on the geological conditions at the ADM geologic sequestration site –particularly with respect to the Area of Review delineated using computational modeling (e.g., reviewing the model input and output files provided to the contractor by the EPA WACOR). During this performance period, it is possible that ADM will submit an updated AoR. In the event that EPA receives a newly proposed or revised AoR, the contractor shall conduct independent model simulations using STOMP (Subsurface Transport Over Multiple Phases) to inform decisions regarding the appropriateness of the permittee’s AoR and associated model simulation(s) at the ADM project. Following model simulations, the contractor shall develop a report that is informed by the independent model simulations and that addresses the following questions:

- Do the independent modeling results conducted by the contractor agree with those submitted by the permittee? How do the model simulations differ between the permittee’s submittals and the contractor’s simulations? Are the permittee’s simulations similarly conservative in comparison to the contractor’s simulations? Will the submitted modeled parameter values result in a conservative outcome?
- Are the sensitivity analyses a valid indicator of a conservative outcome?
- Are the submitted geological models valid representations of the geological conditions at the site when compared against the other project-related information submitted by the permittee?
- Is the calibration valid? If yes, how was that conclusion reached? If not, what recommendations can be made to address this issue?
- Based on the results of the analysis and the responses to these questions, does the contractor recommend any revisions to the original model or running additional simulations? If yes, what additional conditions should be considered?
- How does the reevaluation compare to the initially delineated Area of Review (i.e., in the permit at the time of authorization to inject)?

For estimation purposes, the contractor shall assume that the report generated will be 15-20 pages in length. Following receipt of the appropriate supporting documents from the EPA WACOR, the contractor shall conduct the modeling simulations and provide a draft report to the EPA WACOR for review and comment within 10 weeks. Upon receipt of comments by the EPA WACOR, the contractor shall finalize the report within 10 business days.

### **Subtask 2.2: Class VI Data Review**

During the performance period of this WA, the Agency will receive additional data on the ADM wells (i.e., CCS#1 and CCS#2) including: operational reporting; testing and monitoring results; financial responsibility annual certification. This data will require analysis by geologists, well engineers, financial experts, and computational modeling experts to support EPA decision-making related to the Class VI wells.

To support the evaluation of this information, the Contractor shall, upon receipt of technical direction and copies of the data (e.g., operational reporting; testing and monitoring results; financial responsibility documents), review the data/information and prepare a summary report that:

- Assesses whether the information meets the relevant requirements at 40 CFR 146.83 through 146.94;
- Identifies technical issues or questions for the permittee related to the information collected/submitted by the permittee;
- Identifies any discrepancies between the predicted values and the measured values resulting from testing and monitoring at the project; and
- Identifies the potential need for a permit modification per requirements at 40 CFR 144.39 and 144.41.

For estimation purposes, the Contractor shall, upon receipt of information from the EPA WACOR, review and develop a draft summary within 20 business days. Upon receipt of comments on the draft summary from the EPA WACOR, the contractor shall finalize the summary within ten business days.

### **Task 3: GS and CCS Issue Paper Development Support**

Many critical economic, scientific, and institutional issues arise during rule implementation and permitting that require analysis to support Agency deliberations, management briefings, and internal discussions. Because of the complex nature of GS and CCS, some issue papers may be required to ensure that the Agency has the information to implement the rule and coordinate with co-regulators in 2018/2019.

The background papers may address topics such as:

- Geologic Sequestration injection and monitoring technology developments and innovations;
- The Class VI permit application review process;
- Domestic enhanced recovery operations;
- Others to be determined.

The contractor shall develop approximately two issue papers in support of this task. Each issue paper shall be 10-20 pages in length. The contractor shall also perform a literature search and review of existing information to develop these issue papers. A draft of each issue paper shall be delivered in an electronic form to the EPA WACOR no more than 20 business days after receipt of technical direction via email from the EPA WACOR. Upon receipt of comments from the EPA WACOR, the contractor shall finalize and deliver a final issue paper within 15 business days.

## **Task 4: Geologic Sequestration Data Tool (GSDT) User Support**

As a follow-on to work conducted under EP-C-15-022 (WA 1-38 and 2-38), the contractor shall support EPA and permitting authority users in use of the GSDT. Support may include: coordinating with users to understand the challenges encountered; and, providing recommendations to the EPA WACOR for resolving challenges and increasing clarity of the GSDT materials. It is also anticipated that user support (e.g., updating user account information or providing presentations of GS Data Tool capabilities to users) may be required. The contractor should draw on previous experience with and knowledge of Class VI permitting to provide user support. This task can only provide O&M and technical support to the current GSDT software. Any significant modernization to the GSDT software must have SIO approval prior to development. In the event development is approved, the scope must be supported by an existing FITARA contract providing IT/IM services and cannot be performed by this contract vehicle.

### **Subtask 4.1: GS Data Tool User Guide/Documentation Updates**

During the performance period of this work assignment, it is anticipated that EPA may be required to make minor updates to the GSDT (i.e., any of the nine modules that comprise the GSDT) to, for example, correct wording, ensure consistency with the regulations and implementation experience, and respond to user challenges.

For estimation purposes, the Contractor shall anticipate participating in the following types of activities:

- Suggesting edits to existing documents on module design/structure to ensure user challenges are addressed and/or documentation is consistent with any module updates;
- Updating existing GSDT user support documents/fact sheets/one-pagers to reflect GSDT module updates;
- Providing alternate/edited text to the EPA WACOR for integration into the GSDT (e.g., clarifying language for help text boxes or instructions); and
- Coordinating with the EPA WACOR to identify strategies that will meet user needs.

For estimation purposes, the contractor shall anticipate providing support under this subtask to address ten issues/challenges encountered with the GSDT during the performance period of this work assignment.

Within two weeks of identification of challenges/issues (delivered/communicated to the Contractor by the EPA WACOR), the Contractor shall propose a draft solution/submit updated text/suggest edits to the EPA WACOR. Draft updates shall be provided in WORD or PowerPoint (depending on the appropriate format for presenting information on an issue) to the EPA WACOR. Final updated documents shall be provided via email within two weeks of receipt of EPA WACOR comments.

### **Subtask 4.2: User Support**

The contractor shall provide support to users of the GS Data Tool, including both EPA Headquarters and Regional users and permit applicant/owner or operator users. This support will include activities such as creating new user accounts, updating user account information, presenting GS Data Tool capabilities, coordinating with GS Data Tool development personnel to address users' technical problems, and other similar activities.

For estimation purposes, the contractor shall anticipate implementing twelve such actions over the course of the performance period for this WA. User support activities shall be delivered within one week of receipt of technical direction from the EPA WACOR.

#### **IV. SCHEDULE OF DELIVERABLES:**

<b>TASK No.</b>	<b>DELIVERABLE</b>	<b>DATE DUE TO EPA</b>
<b>Task 0: Work Plan and Monthly Progress Reports</b>		
	Work plan, budget, QAPP and QA supplemental	According to contract
	Monthly progress and financial reports	Monthly
<b>Task 1: Regional Permitting Support</b>		
	1.1 Draft permit summary report	Within 10 weeks of receipt of draft permit application/information from the EPA WACOR
	1.1 Final permit summary report	10 business days after receipt of comments from the EPA WACOR
<b>Task 2: Technical Permitting Support: Region 5 Permits</b>		
	2.1: Draft report of the AoR reevaluation	Within 10 weeks of receipt of information from the EPA WACOR
	2.1: Final report of the AoR reevaluation	Within 10 business days of comments from the EPA WACOR
	2.2: Draft summary report	Within 20 business days of receipt of information from the EPA WACOR
	2.2: Final report	Within 10 business days of receipt of comments from the EPA WACOR
<b>Task 3: GS and CCS Issue Paper Development Support</b>		
	Draft issue paper(s)	20 business days after receipt of written technical direction from the EPA WACOR
	Final issue paper(s)	15 business days after receipt of comments from the EPA WACOR
<b>Task 4: GS Data Tool User Support</b>		

	Subtask 4.1: Draft User Documentation for module updates	Within two weeks of receipt of technical direction from the EPA WACOR
	Subtask 4.1: Final User Documentation for module updates	Within two weeks of receipt of comments from the EPA WACOR
	Subtask 4.2: User support activities	Within one week of receipt of technical direction from the EPA WACOR

## **V. MISCELLANEOUS**

### **Software Application Files and Accessibility**

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2003 or higher)
Preferred presentation format:	Power Point, Office 2003 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

## **VI. TECHNICAL DIRECTION**

The CLCOR, WACOR or Alt. WACOR in their absence is permitted to provide technical direction. Technical direction must be within the scope of the WA PWS and includes: (1) Direction to the contractor which assists the contractor in accomplishing the PWS, (2) comments on and approval of reports or other deliverables. Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after verbal issuance.

## **VII. TRAVEL**

The contractor shall not anticipate any travel associated with this WA over the duration of the performance period.

## **VIII. MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS**

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, including the form 5170 for all meetings costing more than \$20,000, shall be obtained by the EPA CL-COR as needed and provided to the Contracting Officer (CO). Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CL-COR.

## **IX. CONTRACTOR IDENTIFICATION**

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CL-COR and/or WACOR.

## **X. PRINTING**

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

## **XI. QUALITY ASSURANCE AND SURVEILLANCE PLAN (QASP)**

The contract QASP is applicable to this WA.

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 3-33				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-15-022			Contract Period   09/01/2015   To   06/30/2019 Base                      Option Period Number       3			Title of Work Assignment/SF Site Name Creating Resilient Water Utili				
Contractor Cadmus Group LLC, The					Specify Section and paragraph of Contract SOW 3.2, 3.4					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From   07/01/2018   To   06/30/2019				
Comments: Immediate start is authorized for this work assignment but work shall not commence until 7/1/2018.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
09/01/2015   To   06/30/2019				0						
This Action:				3,500						
Total:				3,500						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name    Steve Fries  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-7089 FAX Number:				
Project Officer Name    Nancy Parrotta  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-5260 FAX Number:				
Other Agency Official Name    Lisa Mitchell-Flinn  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2852 FAX Number:				
Contracting Official Name    Angela Lower  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2036 FAX Number:				



**PERFORMANCE WORK STATEMENT**  
**Cadmus EP-C-15-022**  
**Work Assignment No. 03-33**  
**Period of Performance: 7/1/18-6/30/19**

**I. ADMINISTRATIVE:**

**A. Title:** *Support for Creating Resilient Water Utilities Initiative: Tool Development and Technical Assistance*

**B. Work Assignment Contracting Officer's Representative (WACOR):**

Steve Fries  
Office of Ground Water and Drinking Water (OGWDW)  
1200 Pennsylvania Avenue, NW (MC: 4608-T)  
Washington, DC 20460  
202-564-7089  
[fries.steve@epa.gov](mailto:fries.steve@epa.gov)

**Alternate Work Assignment Contracting Officer's Representative (WACOR):**

Ashley Greene  
Office of Ground Water and Drinking Water (OGWDW)  
1200 Pennsylvania Avenue, NW (MC: 4608-T)  
Washington, DC 20460  
202-566-1738  
[greene.ashley@epa.gov](mailto:greene.ashley@epa.gov)

**C. Quality Assurance:**

The tasks in this work assignment do not require environmental measurements. Consistent with the Agency's quality assurance (QA) requirements, the contractor does not need to supplement the Contract Level Quality Assurance Project Plan (QAPP) or to prepare a Project-Specific Quality Assurance Project Plan (PQAPP). The contractor shall immediately notify the Project Officer of any significant QA issues, and how they are being addressed, in the monthly progress reports as specified below under Task 0. For deliverables utilizing geospatial datasets, quality assurance and metadata support should adhere to Agency approved Geospatial procedures and standards, see: <https://www.epa.gov/geospatial/geospatial-policies-and-standards>.

**D. Background:**

The U.S. Environmental Protection Agency (EPA or Agency) has established its Creating Resilient Water Utilities (CRWU) initiative to enable the water sector, which includes drinking water, wastewater, and storm water utilities, to identify, develop and implement infrastructure improvements and operational strategies that account for the risk associated with current and long-term weather patterns. CRWU recognizes that any comprehensive approach to utility resilience must include both adaptation and mitigation. It also seeks to engage a broad range of water sector stakeholders in developing a holistic approach under which these risks can be addressed at the utility level.

**II. OBJECTIVE:**

The contractor shall support the priorities and requirements of the Water Security Division (WSD) as related to the CRWU initiative activities. The work assignment (WA) supports

EPA's efforts to pursue activities related to the resilience of the Nation's water sector infrastructure to threats from various entities, including the associated challenge to the water sector's ability to fulfill its public health and environmental mission. Extreme weather events, sea-level rise, temperature changes, and shifting precipitation and runoff patterns, all have significant implications for sustainability of the Nation's water sector. The water sector will need to develop effective adaptation strategies to address potential impacts.

This work assignment supports the mission of WSD as described in the Water Security Strategy framework, which relates resources, activities, outputs, audience, short- and long-term outcomes to the WSD pillars of Prevention, Detection, Response, and Recovery. Additionally, this work assignment contributes to the commitments made in EPA's *Strategic Plan: 2011 to 2015* and EPA's *Homeland Security Strategy (2004)*. Under EPA's *Strategic Plan*, reference is made to Goal 2 (Clean and Safe Water), Objective 2.1 (Protecting Human Health), Sub-objective 2.1.1 (Water Safe to Drink), and to the Cross-Goal on homeland security. Under EPA's *Homeland Security Strategy*, reference is made to Objective 1 (Critical Infrastructure Protection).

The intended audience for this project is drinking water, wastewater, and stormwater utilities, as well as other parties that support these utilities as they begin to understand and consider challenges, adaptation options, and financing for these options to build resilience and increase overall effective utility management.

Partners in CRWU-related coordination efforts include but are not limited to the following:

- Drinking Water and Wastewater Associations and Stakeholders
- EPA program offices such as Office of Research and Development, and various other components of Office of Water (e.g., Office of Wastewater Management, Drinking Water Protection Division, and Office of Wetlands, Oceans, and Watersheds)
- Federal Agencies
- EPA Regional offices

This work will be completed commensurate with Sections 3.2 and 3.4 of the Contract Level PWS. The level of effort estimated for this work assignment is 3,500 hours.

### **III. TASK DETAIL:**

The contractor shall perform the following tasks:

#### **Task 0 - Work Plan Submission:**

The contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks in accordance with the Work Assignments clause (EPAAR 1552.211-74). The work plan shall include a description of (a) proposed staff, (b) the number of hours and labor classifications proposed for each task, broken down to task level, to include both prime contractor and subcontractor labor, and (c) a list of deliverables, with due dates and schedule for deliverables.

In addition, the work plan shall specify that a Supplemental Project Specific Quality Assurance Project Plan (SQAPP) appending the Contract Level Quality Assurance Project Plan (QAPP) or a Project-Specific Quality Assurance Project Plan (PQAPP) is not required.

In addition, the contractor shall prepare a statement indicating that this WA is a continuation of WA 02-33. This task also includes monthly progress and financial reports, which are to be submitted pursuant to Attachment 2 of the contract. Monthly financial reports must include a table with the invoice level of effort (LOE) and costs broken out by the tasks in this WA. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved. The contractor shall immediately notify the Contract Level Contracting Officer's Representative (CL-COR) and EPA WA Contracting Officer's Representative (COR) if any changes to the collection and analysis of the data is needed and prepare a PQAPP accordingly.

The contractor shall immediately alert the EPA WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event (e.g., meeting or training). Those costs would include travel of prime and consultant personnel, planning and facilitation costs, audio/visual, and rental of venue costs. The EPA WACOR will prepare approval of internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

**Task 1 – Continued Development of Web-based Resilience Support Products:** The contractor shall continue to improve the CRWU Resilient Strategies Guide by addressing the draft requirements for a new version developed under WA 02-33. These improvements will include:

- Address usability feedback received from early adopters;
- Enhance visibility of data tracking within the tool (e.g., “shopping cart”);
- Import case study examples from other CRWU products for users to review while making selections;
- Add unit costs of CREAT adaptive measures to the descriptions of strategies;
- Incorporate, where appropriate, EPA products (e.g., PDFs, videos) already posted on EPA's website and YouTube site; and
- Add a step for water utilities to review possible financial resources for supporting the infrastructure and operational improvements identified within the Guide.

The new financial step will help users identify and connect water infrastructure funding sources (e.g., State Revolving Funds, Water Infrastructure Finance and Innovation Act) to eligible projects for enhancing long-term infrastructure resilience. The contractor shall, upon receipt of Technical Direction, support the convening of a stakeholder group that could include members of the water and financial sectors to review and advise on development goals and project outcomes. For planning purposes, assume the following: three (3) webinars will be held, accommodating up to thirty (30) people, with the contractor providing facilitation support.

Consistent with previous version, the revised Guide will be developed and deployed within the Drupal environment, accessible on the EPA Website from multiple device types (e.g., PCs and tablets), operating systems (e.g., Mac OS, Microsoft Windows, iOS, Android) and browsers supported on these platforms (e.g., Internet Explorer, Firefox, Chrome, Safari). Browser version compatibility of final product will be part of requirements and based on current browser use statistics and known stakeholder and EPA preferences. This Web application will be publicly accessible with no need to provide or manage usernames and passwords. Developers will use responsive design to ensure that the dimensions of the screen render appropriately given the user's device.

**Deliverables:** The development and completion of an updated Resilient Strategies Guide, including supporting documents for software and summaries from stakeholder meetings. See deliverable schedule below for details.

**Task 2 - Support Direct Technical Assistance Activities with Utilities Using CREAT:** In collaboration with EPA, the contractor shall provide risk assessment technical assistance to up to six (6) water sector utilities or communities. The contractor shall use CREAT to help participants understand how to use the tool and develop their risk assessment. EPA and the contractor will work together to identify the appropriate water sector utility that will receive this assistance. The exercise process requires the revision of agendas and presentation material templates used in multiple previous exercises and provision of logistical support for scheduling events, including an in-person visit to the utility/community. For planning purposes, the contractor should assume the following to each exercise: three (3) webinars with participants, as well as travel for two (2) contractors for one (1) two-day onsite visit.

**Deliverable:** Documentation of each exercise with compiled notes from all meetings and a summary report developed in collaboration with each participating utility/community.

**Task 3 – Maintenance of Web-based Resilience Support Products:** The contractor shall expand and improve the current portfolio of CRWU Web-based products accessible from the CRWU homepage (<http://www.epa.gov/crwu>). For planning purposes, the contractor shall, upon receipt of Technical Direction, conduct the following maintenance activities:

- For all CRWU mapping applications, plus the Resilient Strategies Guide
  - a. Ensure up-to-date materials within application (e.g., repair bad links) as requested
  - b. Address feedback from critical stakeholders and users to improve usability
  - c. Maintain applications in response to impacts of software and platform updates
- Adaptation Case Study and Information Exchange (<http://www.epa.gov/crwu/explore-and-share-case-studies>)
  - a. Update map text content as directed by EPA (assume two updates)
  - b. Develop new or revised case study briefs to be made available in application (assume twenty [20] briefs) collaborating with any of the following partners:
    - i. Utilities that express interest in sharing or updating their stories through communications with EPA;
    - ii. Utilities that have conducted past or current CREAT exercises with EPA; or
    - iii. Utilities that have shared their experiences as part of CRWU Workshops held by EPA in partnership with EPA Regions or sector associations.

- Storm Surge Inundation Map (<http://www.epa.gov/crwu/coastal-storm-surge-scenarios-water-utilities>)
  - a. Update map text content as directed by EPA (assume two [2] updates)
  - b. Update inundation layers when available from National Hurricane Center or Federal Emergency Management Agency partners (assume one [1] update to replace layers)

**Deliverables:** Deployment of product updates. See deliverable schedule below for details.

**Task 4 – Continued Utility Assistance in Coordination with EPA Regions:** To continue to support active collaborations, initiated under WA 02-33, between EPA Regions, stakeholder partners in each Region, and the CRWU initiative, the contractor shall, upon receipt of Technical Direction:

- Complete the process of conducting and documenting direct technical assistance exercises provided to water utilities using CREAT under WA 02-33. For planning purposes, the contractor should assume two (2) of these exercises will still require travel for two (2) contractors for two-day onsite visit to each partner utility/community.
- Continue to support collaboration with stakeholder partners (including 100 Resilient Cities, Water Utility Climate Alliance, and the Nature Conservancy) that are pursuing actions derived from their work with CRWU and EPA Regions conducted under WA 02-33.

**Deliverable:** Documentation of each meeting developed in collaboration with each participating EPA Region and stakeholder partner.

**Task 5 – Monitoring CRWU Initiative Performance (Metrics):** To continue to support the CRWU initiative, the contractor shall, upon receipt of Technical Direction:

- Provide document assistance and scientific / technical support to facilitate and enhance EPA’s CRWU efforts. Specific activities will be assigned through written technical direction by the EPA WACOR in response to the EPA’s support needs.
- Support generic metrics tracking. While communication and coordination with stakeholders is a part of every task, some specific actions such as product releases, publications, conference participation and briefings may necessitate updates to metrics.
- Support EPA’s ability to invite and provide travel support to up to five (5) previous CREAT assessment participants as utility SMEs to advocate / speak on behalf of CRWU and CREAT at conferences.

**Deliverable:** See deliverable schedule below for details.

#### IV. SCHEDULE OF DELIVERABLES:

Specific deliverables, by Task, are detailed in the table below. All work will be determined by technical direction.

This work requires experience in the development and manipulation of basic geospatial datasets, map layer, geodatabases and ESRI map application templates. It is necessary for the contractor to have familiarity with EPA’s Geoplatform, or a similar platform at another federal agency or department.

TASK No.	DELIVERABLE	DATE DUE TO EPA
Task 0 - Workplan Submission		
Workplan and budget		According to contract
Monthly progress reports		Monthly
Task 1 – Continued Development of Web-based Resilience Support Products		
Revised Requirements for Resilient Strategies Guide		To be determined by technical direction; an exact date cannot be determined prior to receiving stakeholder or management feedback
Stakeholder meeting document support and summary notes		
Draft product for EPA review		
Revised documentation		
Final product ready for posting to EPA’s website		
Task 2 - Support Direct Technical Assistance Activities with Utilities Using CREAT		
Documentation (summary notes) from each exercise		To be determined by technical direction; an exact date cannot be determined prior to receiving stakeholder or management feedback
Summary report from each exercise		
Task 3 – Maintenance of Web-based Resilience Support Products		
Updates to Adaptation Case Study and Information Exchange		September 28, 2018 December 28, 2018 March 29, 2019 June 28, 2019
Update to Storm Surge Inundation Map		To be determined by technical direction; an exact date cannot be determined prior to receiving stakeholder or management feedback
Maintenance of CRWU Web-based applications (ensure up-to-date materials; address feedback to improve usability; response to impacts of software and platform updates)		
Task 4 – Continued Utility Assistance in Coordination with EPA Regions		
Documentation (summary notes) from each collaborative activity with EPA Region		To be determined by technical direction; an exact date cannot be

Documentation (summary notes) from each collaborative activity with partner stakeholder	determined prior to receiving stakeholder or management feedback
---	--

<b>Task 5 – Monitoring CRWU Initiative Performance (Metrics)</b>	
Document assistance and scientific / technical support	To be determined by technical direction; an exact date cannot be determined prior to receiving stakeholder or management feedback
Support for utility SMEs (up to 5 trips)	
Quarterly metrics updates	September 28, 2018 December 28, 2018 March 29, 2019 June 28, 2019

## **V. MISCELLANEOUS:**

### **Software Application Files and Accessibility:**

Software application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Regarding FITARA, online publications of maps will leverage EPA's GeoPlatform technical architecture, hardware and software, to the fullest extent possible for public search and discovery. Quality assurance and metadata support should adhere to Agency approved Geospatial procedures and standards, see: <https://www.epa.gov/geospatial/geospatial-policies-and-standards>. All geospatial metadata will, as required by OMB, be published in EPA's Environmental Data Gateway which serves Data.gov, see: <https://edg.epa.gov/metadata/catalog/main/home.page>

Preferred text format:	MS Word 8.0 or higher (Office 2007 or higher)
Preferred presentation format:	Power Point, Office 2007 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0
Preferred technology:	ESRI ArcGIS Desktop 10.4 or higher

The EPA WACOR shall identify which of delivered products will require 508-compliance.

## **VI. TRAVEL**



The contractor shall anticipate sixteen (16) contractor trips and five (5) SME trips in support of this WA over the duration of the performance period. Travel will be directly related to the scope of this Work Assignment and support advancement of the work under Tasks 2, 4 and 5, as well as the EPA's Mission to ensure protection of human health and the environment.

## **VII. MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS**

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, including the form 5170 for all meetings costing more than \$20,000, shall be obtained by the EPA CL-COR as needed and provided to the Contracting Officer (CO). Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CL-COR.

## **VIII. CONTRACTOR IDENTIFICATION**

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CL-COR and/or WACOR.

## **IX. PRINTING**

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

## **X. Technical Direction**

The Contract level COR or an authorized individual is permitted to provide technical direction. Technical direction must be within the statement of work of the contract and includes: (1) Direction to the contractor which assists the contractor in accomplishing the Statement of Work, (2) Comments on and approval of reports or other deliverables. Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after verbal issuance. One copy of the technical direction memorandum will be forwarded to the Contracting Officer and the Contract Level Contracting Officer Representative.

## **XI. QUALITY ASSURANCE SURVEILLANCE PLAN:**

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, timeliness/deliverables, and document development standards.



<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 3-33				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001				
Contract Number EP-C-15-022			Contract Period   09/01/2015   To   06/30/2019 Base                      Option Period Number      3			Title of Work Assignment/SF Site Name Creating Resilient Water Utili				
Contractor Cadmus Group LLC, The					Specify Section and paragraph of Contract SOW 3.2, 3.4					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From   07/01/2018   To   06/30/2019				
Comments: The purpose of this amendment 1 to Cadmus (EP-C-15-022) WA 3-33 is to increase the NTE ceiling to \$310,000 and 2650 hours. Authorization was provided on 1/29 via email from the CO.										
<input type="checkbox"/> Superfund    Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
09/01/2015   To   06/30/2019				3,500						
This Action:				0						
Total:				3,500						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name    Steve Fries  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-7089 FAX Number:				
Project Officer Name    Nancy Parrotta  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-5260 FAX Number:				
Other Agency Official Name    Lisa Mitchell-Flinn  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2852 FAX Number:				
Contracting Official Name    Angela Lower  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2036 FAX Number:				

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 3-33				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000002				
Contract Number EP-C-15-022			Contract Period   09/01/2015   To   06/30/2020 Base                      Option Period Number       3			Title of Work Assignment/SF Site Name Creating Resilient Water Utili				
Contractor Cadmus Group LLC, The					Specify Section and paragraph of Contract SOW 3.2, 3.4					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From   07/01/2018   To   06/30/2019				
Comments: The purpose of this amendment 2 to Cadmus (EP-C-15-022) WA 3-33 is to increase the NTE ceiling to \$380,000 and 3000 hours.										
<input type="checkbox"/> Superfund    Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE: 3,500						
09/01/2015 To 06/30/2020										
This Action:				0						
Total:				3,500						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee			LOE:			
Cumulative Approved:				Cost/Fee			LOE:			
Work Assignment Manager Name   Steve Fries							Branch/Mail Code:			
_____ (Signature)    (Date)							Phone Number: 202-564-7089			
							FAX Number:			
Project Officer Name   Nancy Parrotta							Branch/Mail Code:			
_____ (Signature)    (Date)							Phone Number: 202-564-5260			
							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
_____ (Signature)    (Date)							Phone Number:			
							FAX Number:			
Contracting Official Name   Sandra Stargardt-Licis							Branch/Mail Code:			
_____ (Signature)    (Date)							Phone Number: 513-487-2006			
							FAX Number:			

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 3-33				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000003				
Contract Number EP-C-15-022			Contract Period   09/01/2015   To   06/30/2020 Base                      Option Period Number      3			Title of Work Assignment/SF Site Name Creating Resilient Water Utili				
Contractor Cadmus Group LLC, The					Specify Section and paragraph of Contract SOW 3.2, 3.4					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From   07/01/2018   To   06/30/2019				
Comments: The purpose of this amendment 3 to Cadmus (EP-C-15-022) WA 3-33 is to raise the NTE ceiling on this work assignment to \$409,000 and 3300 hours.										
<input type="checkbox"/> Superfund    Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE: 3,500						
09/01/2015 To 06/30/2020										
This Action:				0						
Total:				3,500						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee			LOE:			
Cumulative Approved:				Cost/Fee			LOE:			
Work Assignment Manager Name   Steve Fries							Branch/Mail Code:			
_____ (Signature)    (Date)							Phone Number: 202-564-7089			
							FAX Number:			
Project Officer Name   Nancy Parrotta							Branch/Mail Code:			
_____ (Signature)    (Date)							Phone Number: 202-564-5260			
							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
_____ (Signature)    (Date)							Phone Number:			
							FAX Number:			
Contracting Official Name   Sandra Stargardt-Licis							Branch/Mail Code:			
_____ (Signature)    (Date)							Phone Number: 513-487-2006			
							FAX Number:			

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 3-33				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000004				
Contract Number EP-C-15-022			Contract Period   09/01/2015   To   06/30/2020 Base                      Option Period Number       3			Title of Work Assignment/SF Site Name Creating Resilient Water Utili				
Contractor Cadmus Group LLC, The					Specify Section and paragraph of Contract SOW 3.2, 3.4					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From   07/01/2018   To   06/30/2019				
Comments: The purpose of this amendment 4 to Cadmus (EP-C-15-022) WA 3-33 is to remove the NTE LOE ceiling on this work assignment to equal the value in the workplan. The funding ceiling of \$409,000 remains in place.										
<input type="checkbox"/> Superfund    Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 3,500				
09/01/2015 To 06/30/2020										
This Action:						0				
Total:						3,500				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name   Steve Fries						Branch/Mail Code:				
_____ (Signature)    (Date)						Phone Number: 202-564-7089				
						FAX Number:				
Project Officer Name   Nancy Parrotta						Branch/Mail Code:				
_____ (Signature)    (Date)						Phone Number: 202-564-5260				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature)    (Date)						Phone Number:				
						FAX Number:				
Contracting Official Name   Camille W. Davis						Branch/Mail Code:				
_____ (Signature)    (Date)						Phone Number: 513-487-2095				
						FAX Number: 513-487-2115				

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 3-34				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-15-022			Contract Period   09/01/2015   To   06/30/2019 Base                      Option Period Number       3			Title of Work Assignment/SF Site Name Decontamination Strategy				
Contractor Cadmus Group LLC, The					Specify Section and paragraph of Contract SOW 2.3.2, 2.4.2, 2.4.6, 3.4.6, 5.1, 5.2, 6.1.3, 6.1.6					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From   07/01/2018   To   06/30/2019				
Comments: Additional PWS Paragraphs: 7.1.1, 7.2.1, 7.2.3, 7.2.6, 7.6, 9.1, 9.7 Immediate start is authorized but work shall not commence under this work assignment until 7/1/18.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:                      Cost/Fee:                      LOE: 09/01/2015   To   06/30/2019										
This Action:  										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:                      Cost/Fee                      LOE:										
Cumulative Approved:                      Cost/Fee                      LOE:										
Work Assignment Manager Name    Marissa Lynch  <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-2761 FAX Number:			
Project Officer Name    Nancy Parrotta  <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-5260 FAX Number:			
Other Agency Official Name    Lisa Mitchell-Flinn  <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2852 FAX Number:			
Contracting Official Name    Angela Lower  <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2036 FAX Number:			

## **PERFORMANCE WORK STATEMENT**

**Cadmus EP-C-15-022**

**Work Assignment No. 3-34**

**Performance Period: 7/01/18-6/30/19**

**Title: Decontamination Products to Enhance Water Sector Preparedness for All Hazards**

**Work Assignment Contracting Officer  
Representative (WACOR):**

Marissa Lynch  
Office of Ground Water and Drinking  
Water (OGWDW)  
1200 Pennsylvania Avenue, NW  
(MC: 4608T)  
Washington, DC 20460  
202-564-2761  
[lynch.marissa@epa.gov](mailto:lynch.marissa@epa.gov)

**Alternate WACOR:**

John DeGour  
Office of Ground Water and Drinking  
Water (OGWDW)  
1200 Pennsylvania Avenue, NW  
(MC: 4608T)  
Washington, DC 20460  
202-564-3212  
[degour.john@epa.gov](mailto:degour.john@epa.gov)

**PWS Sections: 2.3.2, 2.4.2, 2.4.6, 3.4.6, 5.1,  
5.2, 6.1.3, 6.1.6, 7.1.1, 7.2.1, 7.2.3, 7.2.6, 7.6,  
9.1, 9.7**

**Quality Assurance:**

The tasks in this work assignment do not require environmental measurements. Consistent with the Agency's quality assurance (QA) requirements, the contractor does not need to supplement the Contract Level Quality Assurance Project Plan (QAPP) or to prepare a Project-Specific Quality Assurance Project Plan (PQAPP).

**Purpose:**

Contractor support is required to provide technical and administrative support to develop, finalize implement and conduct training on various decontamination tools and resources which help the water sector enhance preparedness for contamination incidents from all hazards in drinking and wastewater. The purpose of this work assignment is for the contractor to:

1. Develop an interactive training content and execute 10 face to face trainings for Decontamination Preparedness and Assessment Strategy (DPAS) and the Water Sector Decontamination Tabletop Exercise Toolkit. This task will include development of a day and a half instructional training for the DPAS and the Water Sector Decontamination Tabletop Exercise Toolkit. The training will allow the users to thoroughly walk through the tools, understand the materials (content) and prepare for a contamination incident. It will allow them to engage their local response partners in preparedness activities to assist with readying the community for critical remediation activities. After taking the training,

users will be able to practice what they have learned on a day to day basis. The contractor will provide support (e.g. facilitation, note taking, etc) for 10 face to face trainings. The contractor will assist the WACOR in identifying locations, conference room, scheduling dates, conferences calls with organizers, outreach and etc. In addition, the contractor will assist the EPA WACOR in attaining CEUs for the training.

2. Conduct Decontamination Preparedness and Assessment Strategy Workshops. The contractor will execute the workshop materials and revise and/or update the DPAS Workshop Content based on lessons learned. The contractor will assist the WACOR in identifying locations, venues, scheduling dates, conferences calls with organizers, outreach and etc.
3. Develop and design a web-based user interface for the Decontamination Online Training for the Water Sector (Drinking Water and Wastewater Utilities). The contractor will update and finalize the content of the decontamination online training. Development of the training should leverage information from the Decontamination and Assessment Strategy (DPAS). In addition, the design of the training should follow the organization flow of DPAS. The training should include life experiences /case studies and scenarios to articulate the content of the training for the user. The training should also leverage any current decontamination information/resources, research, and products (videos) from various EPA programs that add value. Also, the contractor will determine the best interactive layout/software program for development of the online training. Once the training content is finalized, the contractor will assist the EPA WACOR in attaining CEUs for the training and conducting all necessary outreach for the training. The outreach will focus on working closely with Water Sector associations to develop informational materials. These items may include bulletin blasts, e-mails, blurbs, factsheets, and/or flyers to educate utilities and responders about the decontamination training opportunities available to aid in remediation and recovery activities following an all-hazard event.
4. Continue to facilitate and help the workgroup consisting of Environmental Protection Agency (EPA), Water Sector partners and stakeholders in coordinating activities on decontamination efforts. This includes following up on the progress of recommendations and decontamination activities listed in the 2008 *Critical Infrastructure Partnership Advisory Council (CIPAC) Water Sector Decontamination Working Group Recommendation and Proposed Strategic Plan*.
5. Provide programmatic support necessary to update the decontamination website and other outreach and communication activities (i.e., Webcasts for DPAS, TTX, and Decontamination Training; flyers, blurbs, bulletins, and etc.). Provide technical assistance for the development and incorporation of a biological scenario (*Francisella Tularensis*) into the Decontamination TTX toolkit. Provide facilitation for workshops at

various conferences.

6. Finalize the Decontamination Regulatory Wavier Guide, which will provide water utilities with a regulatory process on how to attain waiver prior to a contamination event.

**Background:**

The mission of the United States Environmental Protection Agency's Water Security Division (WSD) is to provide support to drinking water and wastewater systems to improve the security and resilience of our nation's water infrastructure. WSD has developed a variety of programs, training and resources to support Water Sector emergency preparedness in support of the Presidential Policy Directive 21 (PPD-21) and Homeland Security Presidential Directive 10 (HSPD-10). Under the PPD-21, federal departments and agencies have to identify and prioritize critical infrastructure and key resources and to protect them from terrorist attacks. PPD-21 provides a national approach to protecting critical infrastructure. Under HSPD-10, EPA is charged with developing strategies, guidelines, and plans for decontamination. Drinking water and wastewater systems can face major challenges when confronting a contamination incident—whether accidental or intentional, natural or man-made. The challenges include public health, as well as isolating and treating contaminated water. Challenges also includes decontaminating the storage, treatment, and distribution infrastructure for recovery and return to service. Decontamination activities also support the priorities identified within the “*2017 Roadmap to a Secure and Resilient Water and Wastewater Sector*”.

In 2007, EPA's Water Security Division worked closely with its partners and stakeholders to identify and prioritize key issues for the water sector in addressing decontamination of water systems from all-hazards contamination incidents. In October 2008, EPA and its partners prepared a strategy report, “*CIPAC Water Sector Decontamination Working Group Recommendation and Proposed Strategic Plan, Water Sector Decontamination Priorities*.” The strategy provides recommendations on the priority issues and concerns as they relate to decontamination for the Water Sector. To date, a significant amount of work has been undertaken to further support decontamination research and policy needs and to communicate these efforts to Water Sector stakeholders. Of the 35 recommendations listed in the 2008 report, 23 are in progress and 3 have been identified as completed.

The WSD has worked with stakeholders to develop a suite of products including tools and resources to help address emergency response and decontamination efforts. These tools and resources will benefit the following water sector customers, partners and stakeholders: drinking water and wastewater utilities, emergency responders, other EPA programs and offices such as the Office of Wastewater Management (OWM), Office of Land and Emergency Management's (OLEM) Chemical, Biological, Radiological and Nuclear Consequence Management Advisory Division (CBRN CMAD), Environmental Response Team (ERT), and On-Scene Coordinators



(OSCs). Additional partners include the National Homeland Security Research Center (NHSRC), Office of Homeland Security (OHS), Office of Recovery and Resource Conservation, Office of Chemical Safety and Pollution Prevention (OCSPP), critical infrastructure partnership partners (i.e., other Federal agencies, Regions, states, and local governments), and trade associations (i.e., American Water Works Association, Association of State Drinking Water Administrators (ASDWA) and Water Environment Federation (WEF)).

### **Scope of Work:**

All direction under this work assignment will be provided as written technical direction from the WACOR or alternate WACOR. If provided first as verbal technical direction to the contractor, it will be confirmed in writing within 5 calendar days with a copy to the Contract-Level Contracting Officer's Representative (CL-COR) and the Contracting Officer (CO), and is subject to the limitations of the technical direction contract clause. Each initial deliverable shall be provided to the EPA WACOR and EPA CL-COR in draft form for review and comment. The contractor shall incorporate WACOR review comments into revisions of the drafts. All drafts and final reports shall be approved by the WACOR.

Under this work assignment, the WACOR will provide the contractor with electronic copies of the draft tools and resources for the contractor to perform the detailed tasks below.

### **Task Detail:**

#### **Task 0 – Work Plan Submission, Progress Evaluations and Monthly Reports**

The contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks in accordance with the clause Work Assignments (EPAAR 1552.211-74). The work plan shall include a description of: (a) proposed staff; (b) the number of hours and labor classifications proposed for each task, broken down to task level, to include both prime contractor and subcontractor labor; and (c) a list of deliverables, with due dates and a schedule for deliverables.

In addition, the work plan shall include the requirement that all electronic and information technology (EIT) and all EIT deliverables be Section 508 compliant in accordance with the policies referenced at <http://www.epa.gov/accessibility>. If a subcontractor is proposed and the subcontractor is outside the metropolitan DC area, the contractor shall include information on plans to manage work and contract costs of proposed subcontractor.

The work plan shall also specify that a project-specific PQAPP supplement to the Quality Management Plan (QMP) is not required.

This task also includes monthly progress and financial reports which are to be submitted pursuant to Attachment 2 of the contract. Monthly financial reports must include a table with the invoice LOE and costs broken out by the tasks in this WA. The work plan shall also

provide an analysis of the existing and projected constraints and the feasibility of accomplishing the project's purpose. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and if so, how they are being resolved.

The tasks under this work assignment do not require the acquisition of "off-site" facilities for conferences and meetings as defined in the IPN 12-05 and the events associated with this work assignment are not covered by EPA Order 1900.3 and do not require EPA Form 5170.

### **Task 1: Decontamination Face to Face Training**

In 2018, WSD developed the Decontamination Preparedness and Assessment Strategy (DPAS) and the Decontamination Tabletop Exercise (TTX) Toolkit. These preparedness tools allowed water utilities to:

- identify utility-specific actions that can be taken prior to an event to increase preparedness,
- increases familiarity with the remediation process, and
- build relationships and improve coordination between response partners

In this option period, the contractor shall develop an interactive training content for DPAS and the Decontamination TTX Toolkit. The training material should thoroughly walk through the phases and steps of each tool. The training should include:

- Training objectives
- Potential knowledge questions or activities that can assess what the user has learned at various points throughout the training.
- Scenario
- 3 Phases of Remediation
- 10 Step process for development of TTX
- Resource Demonstration
- Asset management (personnel turnover)

Once the training material is complete, the contractor will facilitate 10 regional face to face sessions for DPAS and the Decontamination TTX Toolkit. This training will be developed for a day and a half instructional training to cover both tools.

Also, the contractor will provide (e.g. facilitation, note taking, etc) 10 face to face trainings. The contractor will assist the WACOR in identifying locations, venues, scheduling dates conferences calls with organizers, outreach and etc. The contractor will also assist the EPA WACOR in attaining CEUs for the training and conducting all necessary outreach for the training.

### **Task 2: Decontamination Preparedness and Assessment Workshops**

In 2018, WSD developed the DPAS workshop. The workshop will allow participants to walk through the complexities of remediation by filling out the preparedness checklist within the strategy. This preparedness checklist will help the participants identify resources, tools and specific actions that will aid them in being proactive and prepared to address a contamination event impacting their utility. At the end of the workshop, participants will:

- Understand and become familiar with the steps of the remediation process.

- Identify utility-specific actions to be taken prior to an incident.
- Understand and know where to locate other resources and tools that may be helpful to prepare for and respond to an incident.
- Become aware of public health and environmental safety considerations that apply to each phase of remediation

Under this task, the contractor shall facilitate the workshop and revise and/ or update the workshop materials based on lessons learned. The contractor will assist the WACOR in identifying locations, venues, scheduling dates, conferences calls with organizers, outreach and etc.

### **Task 3: Decontamination On-line Training for the Water Sector**

This task addresses recommendation 6-4 of the 2008 “*CIPAC Water Sector Decontamination Working Group Recommendation and Proposed Strategic Plan, Water Sector Decontamination Priorities.*” The contractor shall develop Decontamination Online Training for the Water Sector, in accordance with technical direction. The training should encompass the Decontamination Preparedness and Assessment Strategy (DPAS) content. The training should address the following subtasks of Recommendation 6-4:

- Include the most current and reliable information/guidance for decontamination of water Systems
  - Address both contaminated material (water and solid) and decontaminated wastes resulting from the decontamination process
  - Include the management and disposal of waste created by the decontamination of infrastructure and from flushing activities
  - Include discussions on clearance, wastewater issues, and coordination with other agencies
  - Include NIMS/ICS guidance
  - Identify the types of training and exercises needed for the water sector
  - Leverage previously developed training models from other sectors (e.g., airport preparedness training models)
  - Leverage relevant ongoing research outcomes
  - Leverage existing disposal and decontamination guidance including:
    - RPTB Module 6
    - The WSI Remediation and Recovery (R/R) Plan within the Consequence Management Plan Guidance (CMPG)
    - A Disposal Decision Support Tool for Disposal of Contaminated Building Water System
    - NACWA Planning for Decontamination of Wastewater: A Guide for Utilities

The contractor should also leverage previously developed training content provided by the WACOR. The contractor shall update the content and develop an accessible web-based tool that will provide users with recommendations for treatment, containment, disposal of contaminated water, resources, references and knowledge questions necessary to decontaminate their water system and become resilient following an all-hazard contamination event. The training should

provide the user with a certificate of completion, list of objectives, length of training, training developer contact information/details, as well as any other pertinent information required for users to obtain continuing education units within their respective state.

The web-based training shall be developed using an accessible programming language and computing platform that will maximize compatibilities with browsers (e.g. Internet Explorer), various operating systems (e.g. Windows), internet access (e.g. high speed) and devices (e.g. tablets). The contractor shall provide the WACOR with a mockup of the training for internal and external review. The WACOR will provide comments and after programming, the contractor shall provide the WACOR with the draft final web-based training for testing and final review. After review by the WACOR, the contractor shall make necessary changes and finalize for release.

In addition, the contractor will work with the WACOR to facilitate pilot testing of the Decontamination On-line Training with 5 drinking water and wastewater utilities. Once the piloting of the On-line Training is completed, the contractor will update the Training based on lessons learned and recommendations from pilots, where necessary.

After finalization of the tool, the contractor shall assist the WACOR conducting all necessary outreach of the On-line training (webinars, blurb, etc).

#### **Task 4: Subject Matter Experts Decontamination Workgroup**

This task is to continue support/facilitation and help the workgroup consisting of Environmental Protection Agency (EPA), Water Sector Utilities, Water Sector Associations, State and Federal Agencies in coordinating Decontamination efforts. This will include scheduling conference calls, webinars, face to face meetings to obtain feedback on decontamination projects and adjudicating comments, where necessary.

Within this task, the contractor shall assist the EPA WACOR to:

- Plan, schedule and facilitate four (4) conference calls and one (1) face-to-face meeting to discuss current decontamination projects and a path forward for development

#### **Task 5: Decontamination Programmatic Support**

The objective of this task is to provide scientific, engineering, training and technical support to facilitate and enhance the overall programmatic aspects of decontamination for the Water Sector. The contractor shall be tasked to support collaborations with other federal agencies, water utilities, and EPA regional personnel as needed to further the mission of Water Sector decontamination. Specific activities under this task will be assigned through written technical direction in response to decontamination program needs and shall be within the general scope of this work assignment. Tasks may include:

- Develop, review and conduct Decontamination webcasts with interactive polling questions for (DPAS (6), TTX (4) and Disposal Guide (5)).

- Facilitate with communicational outreach to various water association, utilities, emergency responders, states, locals on DPAS, TTX, and Decontamination training.
- Collaborative work with the WLA team to develop workshops for small tribal utilities.
- Provide technical assistance to develop and incorporate the biological scenario (*Francisella Tularensis*) into the Decontamination TTX Toolkit.
- Continue to update the Decontamination Website and plan, develop and conduct a series of webinars (no more than 5) on decontamination related activities and issues. For the webinars, the contractor, among other things, shall schedule with the presenters, prepare agenda and other related materials, take notes during the webinar, arrange logistics when needed for conference rooms, etc, and conduct the webinar.
- Conduct research/collaborate with NHSRC and other EPA program offices of resources available within EPA to address 2008 CIPAC Recommendations 8-3 and 6-1. Develop path forward and action plan (deliverable- guidance, factsheet, tool) based on findings.

#### **Task 6: Decontamination Regulatory Wavier Guide**

The objective of this task addresses recommendation 12-1 of the 2008 CIPAC Report. This task will provide water utilities with the regulatory process on how to attain waiver prior to a contamination event. The document/ guide should encompass some of the following items:

- the steps required to initiate a case-by-case review of permitting challenges,
- role of disaster declaration,
- any regulatory changes due to population served,
- waivers and suspensions consistent in approach across all EPA regions and states,
- regulatory issues that may apply to discharge/disposal, decontamination of infrastructure, treatment and return to service.

Contractor shall leverage lessons learned from Hurricane Katrina, BP Spill, and 2001 Anthrax attacks. The contractor should reference Office of Enforcement and Compliance Assurance (OECA) web page for waiver examples. Also, the contractor shall reference other EPA programs such as OEM, ORCR, for additional waiver information

#### **Special Reporting:**

The Contractor shall submit a Monthly Progress Report detailing activities undertaken and completed each month with an indication of upcoming tasks to be performed and anticipated problem areas.

#### **Meetings, Conferences, Training Events, Award Ceremonies and Receptions:**

No single event under this work assignment is anticipated to exceed \$20,000. The contractor shall immediately notify the EPA Contracting Officer, CL-COR and WACOR of any anticipated event involving support for a meeting, conference, workshop, symposium, retreat, seminar or training that may potentially incur \$20,000 or more in cost during performance. Conference expenses are all direct and indirect costs paid by the government and include any associated authorized travel and per diem expenses, room charges for official business, audiovisual use,

light refreshments, registration fees, ground transportation and other expenses as defined by the Federal Travel Regulations. All outlays for conference preparation should be included, but the federal employee time for conference preparation should not be included. After notifying EPA of the potential to reach this threshold, the Contractor shall not proceed with the task(s) until authorized to do so by the Contracting Officer.

#### **Schedule of Deliverables:**

<b>TASK No.</b>	<b>DELIVERABLE</b>	<b>DATE DUE TO EPA</b>
<b>Task 0: Workplan Submission</b>		
	Workplan, budget, and QA supplemental (APS)	According to contract
	Monthly progress reports	Monthly
<b>Task 1: Decontamination Face to Face Training</b>		
	Develop Draft Interactive Instructional Training for DPAS	within 3 weeks via written Technical Direction
	Develop Draft Interactive Instructional Training for TTX	within 3 weeks via written Technical Direction
	Revise Training Content for DPAS based on WACOR comments	within 2 weeks via written Technical Direction
	Revise Training Content for TTX based on WACOR comments	within 2 weeks via written Technical Direction
	Finalize Training Content for DPAS and TTX	within 2 weeks via written Technical Direction
	Prepare and conduct face to face trainings for DPAS (Obtain CEU)	TBD
	Prepare and conduct face to face trainings for TTX (Obtain CEU)	TBD
<b>Task 2: Decontamination Preparedness and Assessment Strategy Workshops</b>		
	Revise and or update content from lessons learned	within 2 weeks via written Technical Direction
	Conduct workshop	TBD
	<ul style="list-style-type: none"> <li>Identify location, conference room</li> </ul>	TBD
	<ul style="list-style-type: none"> <li>Schedule conference calls with organizers</li> </ul>	TBD
	<ul style="list-style-type: none"> <li>Develop agenda, certificates, feedback forms, and etc.</li> </ul>	TBD
<b>Task 3: Water Sector Online Decontamination Training</b>		
	Update/create training material based on previously developed DPAS content	within 3 weeks via written Technical Direction
	Address EPA's comments on updated content	within 2 weeks via written Technical Direction
	Revise content from internal and external review	within 3 weeks via written Technical Direction
	Finalize content and provide online training mock-up	within 2 weeks via written Technical Direction

	Address EPA's comment on mock-up	within 2 weeks via written Technical Direction
	Draft web-based online training	within 3 weeks via written Technical Direction
	Revise online training based on EPA's feedback	within 3 weeks via written Technical Direction
	Pilot Test training with utilities	TBD
	Revise training based on lesson learned from Pilot tests	within 3 weeks via written Technical Direction
	Revised Interface based on EPA Feedback	within 2 weeks via written Technical Direction
	Finalize online training	within 2 weeks via written Technical Direction
	Develop Instructional Training and assist with outreach	within 2 weeks via written Technical Direction
<b>Task 4: Subject Matter Expert Decontamination Workgroup</b>		
	Develop invitation emails, schedule conference calls	within 2 weeks via written Technical Direction
	Develop Agendas	within 2 weeks via written Technical Direction
	Conduct conference calls/webinars/webcasts	within 2 weeks via written Technical Direction
	Conduct face-to-face meeting (if necessary)	within 2 weeks via written Technical Direction
<b>Task 5: Decontamination Programmatic Support</b>		
	Finalize DPAS and TTX, as needed	within 2 weeks via written Technical Direction
	Provide Outreach and communication for (webcasts DPAS (6), TTX (4) and Disposal Guide (5))	within 2 weeks via written Technical Direction
	Develop mini workshops for small tribal utilities	within 3 weeks via written Technical Direction
	Biological Scenario Inclusion into TTX	within 3 weeks via written Technical Direction
	Provide Outreach for Decontamination Tools (DPAS, TTX and Online Training)	within 2 weeks via written Technical Direction
	Prepare materials and update Decontamination website as needed	within 2 weeks via written Technical Direction
	Conduct research on CIPAC recommendations 8-3 and 6-1	within 2 weeks via written Technical Direction
	Revise and/or update findings based on WACOR review	within 2 weeks via written Technical Direction
	Draft deliverable- guidance or other appropriate documents, tools, etc	within 3 weeks via written Technical Direction
	Revise deliverable	within 2 weeks via written Technical Direction
	Final deliverable	within 2 weeks via



		written Technical Direction
<b>Task 6: Decontamination Waiver Guide</b>		
	Develop Waiver Guide/Document	within 2 weeks via written Technical Direction
	Revise Guide based on EPA's feedback	within 2 weeks via written Technical Direction
	Finalize Guide	within 2 weeks via written Technical Direction

### **Miscellaneous:**

#### **Software Application Files and Accessibility**

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2003 or higher)
Preferred presentation format:	Power Point, Office 2003 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

### **CONTRACTOR IDENTIFICATION**

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge.

Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CL-COR and/or WACOR.

### **PRINTING**

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

### **Technical Direction**

The Contract level COR or an authorized individual is permitted to provide technical direction. Technical direction must be within the statement of work of the contract and includes: (1) Direction to the contractor which assists the contractor in accomplishing the Statement of Work, (2) Comments on and approval of reports or other deliverables. Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after verbal issuance. One copy of the technical direction memorandum will be forwarded to the Contracting Officer and the Contract Level Contracting Officer Representative.



**TRAVEL**

Travel is anticipated for this work assignment following appropriate approval by the Contract Level COR. Any travel will be allowable only in accordance with current contract clauses and must be approved by the appropriate EPA CL-COR or alternate CL-COR prior to travel taking place. WA 3-34 anticipated 10 separate trips within the EPA Regions, for Task #1. This work assignment also anticipates 2 trips to Georgia and Texas, for Task 2. Travel should be estimated for 2 contractor staff (facilitator and note taker). Travel will occur within the timeframes noted on the Deliverables table. Task 3 will include travel but only if and when written technical direction is provided for work under this task.

**Quality Assurance Surveillance Plan**

All task(s) identified in the performance work statement above are subject to review and approval by the WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, schedule, and document development standards.

<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <b>EPA</b>  United States Environmental Protection Agency  Washington, DC 20460  <b>Work Assignment</b> </div> <div> Work Assignment Number  3-34 </div> </div> <div style="display: flex; justify-content: flex-end; align-items: center; margin-top: 10px;"> <input type="checkbox"/> Other    <input checked="" type="checkbox"/> Amendment Number:  000001 </div>										
Contract Number EP-C-15-022		Contract Period 09/01/2015 To 06/30/2019 Base                      Option Period Number                      3		Title of Work Assignment/SF Site Name Decontamination Strategy						
Contractor Cadmus Group LLC, The			Specify Section and paragraph of Contract SOW 2.3.2, 2.4.2, 2.4.6, 3.4.6, 5.1, 5.2, 6.1.3, 6.1.6							
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval			Period of Performance  From 07/01/2018 To 06/30/2019							
Comments: The purpose of this Cadmus (EP-C-15-022) WA 3-34 amendment 1 is to provide a revised PWS which includes two additional tasks (Task 7 and Task 8). The purpose of these tasks is to complete DPAS and the Decontamination TTX Toolkit. This will include adjudicating all comments for DPAS (Water Sector										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> (Max 2)                      Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period: 09/01/2015 To 06/30/2019		Cost/Fee:		LOE: 6,800						
This Action:				0						
Total:				6,800						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:			Cost/Fee			LOE:				
Cumulative Approved:			Cost/Fee			LOE:				
Work Assignment Manager Name Marissa Lynch						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number: 202-564-2761				
						FAX Number:				
Project Officer Name Nancy Parrotta						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number: 202-564-5260				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number:				
						FAX Number:				
Contracting Official Name Angela Lower						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number: 513-487-2036				
						FAX Number:				

## **PERFORMANCE WORK STATEMENT**

**Cadmus EP-C-15-022**

**Work Assignment No. 3-34**

**Performance Period: 7/01/18-6/30/19**

**Title: Decontamination Products to Enhance Water Sector Preparedness for All Hazards**

**Work Assignment Contracting Officer  
Representative (WACOR):**

Marissa Lynch  
Office of Ground Water and Drinking  
Water (OGWDW)  
1200 Pennsylvania Avenue, NW  
(MC: 4608T)  
Washington, DC 20460  
202-564-2761  
[lynch.marissa@epa.gov](mailto:lynch.marissa@epa.gov)

**Alternate WACOR:**

John DeGour  
Office of Ground Water and Drinking  
Water (OGWDW)  
1200 Pennsylvania Avenue, NW  
(MC: 4608T)  
Washington, DC 20460  
202-564-3212  
[degour.john@epa.gov](mailto:degour.john@epa.gov)

**PWS Sections: 2.3.2, 2.4.2, 2.4.6, 3.4.6, 5.1,  
5.2, 6.1.3, 6.1.6, 7.1.1, 7.2.1, 7.2.3, 7.2.6, 7.6,  
9.1, 9.7**

**Quality Assurance:**

The tasks in this work assignment do not require environmental measurements. Consistent with the Agency's quality assurance (QA) requirements, the contractor does not need to supplement the Contract Level Quality Assurance Project Plan (QAPP) or to prepare a Project-Specific Quality Assurance Project Plan (PQAPP).

**Objective:**

The objective of the amended WA 3-34 (**Decontamination Products to Enhance Water Sector Preparedness for All Hazards**) is to include two additional tasks (Task 7 and Task 8). The purpose of these tasks is to complete DPAS and the Decontamination TTX Toolkit. This will include adjudicating all comments for DPAS (Water Sector Coordinating Council, EPA's Office of General Counsel and WSD Upper Management.)

Completion of the TTX will include the contractor assisting the WACOR to plan, coordinate and conduct two (2) pilot projects; one (1) drinking water utility and one (1) waste water utility. The contractor shall assist the EPA WACOR in identifying the 2 utilities to pilot the TTX toolkit. The contractor will develop of a one- hour training that provides an overview and instruction on usage of the toolkit. The training will be provided to the utilities prior to the pilot test.

Once the pilots are completed, the contractor shall summarize the lessons learned, develop after action reports and make any necessary revisions to the Toolkit and the materials included. The contractor will provide the updated web-based tool for final review. After review by the WACOR, the contractor shall finalize the web-based tool for release and assist in all necessary communication and outreach.

**Purpose:**

Contractor support is required to provide technical and administrative support to develop, finalize implement and conduct training on various decontamination tools and resources which help the water sector enhance preparedness for contamination incidents from all hazards in drinking and wastewater. The purpose of this work assignment is for the contractor to:

1. Develop an interactive training content and execute 10 face to face trainings for Decontamination Preparedness and Assessment Strategy (DPAS) and the Water Sector Decontamination Tabletop Exercise Toolkit. This task will include development of a day and a half instructional training for the DPAS and the Water Sector Decontamination Tabletop Exercise Toolkit. The training will allow the users to thoroughly walk through the tools, understand the materials (content) and prepare for a contamination incident. It will allow them to engage their local response partners in preparedness activities to assist with readying the community for critical remediation activities. After taking the training, users will be able to practice what they have learned on a day to day basis. The contractor will provide support (e.g. facilitation, note taking, etc) for 10 face to face trainings. The contractor will assist the WACOR in identifying locations, conference room, scheduling dates, conferences calls with organizers, outreach and etc. In addition, the contractor will assist the EPA WACOR in attaining CEUs for the training.
2. Conduct Decontamination Preparedness and Assessment Strategy Workshops. The contractor will execute the workshop materials and revise and/or update the DPAS Workshop Content based on lessons learned. The contractor will assist the WACOR in identifying locations, venues, scheduling dates, conferences calls with organizers, outreach and etc.
3. Develop and design a web-based user interface for the Decontamination Online Training for the Water Sector (Drinking Water and Wastewater Utilities). The contractor will update and finalize the content of the decontamination online training. Development of the training should leverage information from the Decontamination and Assessment Strategy (DPAS). In addition, the design of the training should follow the organization flow of DPAS. The training should include life experiences /case studies and scenarios to articulate the content of the training for the user. The training should also leverage any current decontamination information/resources, research, and products (videos) from

various EPA programs that add value. Also, the contractor will determine the best interactive layout/software program for development of the online training. Once the training content is finalized, the contractor will assist the EPA WACOR in attaining CEUs for the training and conducting all necessary outreach for the training. The outreach will focus on working closely with Water Sector associations to develop informational materials. These items may include bulletin blasts, e-mails, blurbs, factsheets, and/or flyers to educate utilities and responders about the decontamination training opportunities available to aid in remediation and recovery activities following an all-hazard event.

4. Continue to facilitate and help the workgroup consisting of Environmental Protection Agency (EPA), Water Sector partners and stakeholders in coordinating activities on decontamination efforts. This includes following up on the progress of recommendations and decontamination activities listed in the 2008 *Critical Infrastructure Partnership Advisory Council (CIPAC) Water Sector Decontamination Working Group Recommendation and Proposed Strategic Plan*.
5. Provide programmatic support necessary to update the decontamination website and other outreach and communication activities (i.e., Webcasts for DPAS, TTX, and Decontamination Training; flyers, blurbs, bulletins, and etc.). Provide technical assistance for the development and incorporation of a biological scenario (*Francisella Tularensis*) into the Decontamination TTX toolkit. Provide facilitation for workshops at various conferences.
6. Finalize the Decontamination Regulatory Wavier Guide, which will provide water utilities with a regulatory process on how to attain waiver prior to a contamination event.

**Background:**

The mission of the United States Environmental Protection Agency's Water Security Division (WSD) is to provide support to drinking water and wastewater systems to improve the security and resilience of our nation's water infrastructure. WSD has developed a variety of programs, training and resources to support Water Sector emergency preparedness in support of the Presidential Policy Directive 21 (PPD-21) and Homeland Security Presidential Directive 10 (HSPD-10). Under the PPD-21, federal departments and agencies have to identify and prioritize critical infrastructure and key resources and to protect them from terrorist attacks. PPD-21 provides a national approach to protecting critical infrastructure. Under HSPD-10, EPA is charged with developing strategies, guidelines, and plans for decontamination. Drinking water and wastewater systems can face major challenges when confronting a contamination incident—whether accidental or intentional, natural or man-made. The challenges include public health, as well as isolating and treating contaminated water. Challenges also includes decontaminating the

storage, treatment, and distribution infrastructure for recovery and return to service. Decontamination activities also support the priorities identified within the “*2017 Roadmap to a Secure and Resilient Water and Wastewater Sector*”.

In 2007, EPA’s Water Security Division worked closely with its partners and stakeholders to identify and prioritize key issues for the water sector in addressing decontamination of water systems from all-hazards contamination incidents. In October 2008, EPA and its partners prepared a strategy report, “*CIPAC Water Sector Decontamination Working Group Recommendation and Proposed Strategic Plan, Water Sector Decontamination Priorities*.” The strategy provides recommendations on the priority issues and concerns as they relate to decontamination for the Water Sector. To date, a significant amount of work has been undertaken to further support decontamination research and policy needs and to communicate these efforts to Water Sector stakeholders. Of the 35 recommendations listed in the 2008 report, 23 are in progress and 3 have been identified as completed.

The WSD has worked with stakeholders to develop a suite of products including tools and resources to help address emergency response and decontamination efforts. These tools and resources will benefit the following water sector customers, partners and stakeholders: drinking water and wastewater utilities, emergency responders, other EPA programs and offices such as the Office of Wastewater Management (OWM), Office of Land and Emergency Management’s (OLEM) Chemical, Biological, Radiological and Nuclear Consequence Management Advisory Division (CBRN CMAD), Environmental Response Team (ERT), and On-Scene Coordinators (OSCs). Additional partners include the National Homeland Security Research Center (NHSRC), Office of Homeland Security (OHS), Office of Recovery and Resource Conservation, Office of Chemical Safety and Pollution Prevention (OCSPP), critical infrastructure partnership partners (i.e., other Federal agencies, Regions, states, and local governments), and trade associations (i.e., American Water Works Association, Association of State Drinking Water Administrators (ASDWA) and Water Environment Federation (WEF).

### **Scope of Work:**

All direction under this work assignment will be provided as written technical direction from the WACOR or alternate WACOR. If provided first as verbal technical direction to the contractor, it will be confirmed in writing within 5 calendar days with a copy to the Contract-Level Contracting Officer’s Representative (CL-COR) and the Contracting Officer (CO), and is subject to the limitations of the technical direction contract clause. Each initial deliverable shall be provided to the EPA WACOR and EPA CL-COR in draft form for review and comment. The contractor shall incorporate WACOR review comments into revisions of the drafts. All drafts and final reports shall be approved by the WACOR.

Under this work assignment, the WACOR will provide the contractor with electronic copies of the draft tools and resources for the contractor to perform the detailed tasks below.

**Task Detail:****Task 0 – Work Plan Submission, Progress Evaluations and Monthly Reports**

The contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks in accordance with the clause Work Assignments (EPAAR 1552.211-74). The work plan shall include a description of: (a) proposed staff; (b) the number of hours and labor classifications proposed for each task, broken down to task level, to include both prime contractor and subcontractor labor; and (c) a list of deliverables, with due dates and a schedule for deliverables.

In addition, the work plan shall include the requirement that all electronic and information technology (EIT) and all EIT deliverables be Section 508 compliant in accordance with the policies referenced at <http://www.epa.gov/accessibility>. If a subcontractor is proposed and the subcontractor is outside the metropolitan DC area, the contractor shall include information on plans to manage work and contract costs of proposed subcontractor.

The work plan shall also specify that a project-specific PQAPP supplement to the Quality Management Plan (QMP) is not required.

This task also includes monthly progress and financial reports which are to be submitted pursuant to Attachment 2 of the contract. Monthly financial reports must include a table with the invoice LOE and costs broken out by the tasks in this WA. The work plan shall also provide an analysis of the existing and projected constraints and the feasibility of accomplishing the project's purpose. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and if so, how they are being resolved.

The tasks under this work assignment do not require the acquisition of "off-site" facilities for conferences and meetings as defined in the IPN 12-05 and the events associated with this work assignment are not covered by EPA Order 1900.3 and do not require EPA Form 5170.

**Task 1: Decontamination Face to Face Training**

In 2018, WSD developed the Decontamination Preparedness and Assessment Strategy (DPAS) and the Decontamination Tabletop Exercise (TTX) Toolkit. These preparedness tools allowed water utilities to:

- identify utility-specific actions that can be taken prior to an event to increase preparedness,
- increases familiarity with the remediation process, and
- build relationships and improve coordination between response partners

In this option period, the contractor shall develop an interactive training content for DPAS and the Decontamination TTX Toolkit. The training material should thoroughly walk through the phases and steps of each tool. The training should include:

- Training objectives

- Potential knowledge questions or activities that can assess what the user has learned at various points throughout the training.
- Scenario
- 3 Phases of Remediation
- 10 Step process for development of TTX
- Resource Demonstration
- Asset management (personnel turnover)

Once the training material is complete, the contractor will facilitate 10 regional face to face sessions for DPAS and the Decontamination TTX Toolkit. This training will be developed for a day and a half instructional training to cover both tools.

Also, the contractor will provide (e.g. facilitation, note taking, etc) 10 face to face trainings. The contractor will assist the WACOR in identifying locations, venues, scheduling dates conferences calls with organizers, outreach and etc. The contractor will also assist the EPA WACOR in attaining CEUs for the training and conducting all necessary outreach for the training.

### **Task 2: Decontamination Preparedness and Assessment Workshops**

In 2018, WSD developed the DPAS workshop. The workshop will allow participants to walk through the complexities of remediation by filling out the preparedness checklist within the strategy. This preparedness checklist will help the participants identify resources, tools and specific actions that will aid them in being proactive and prepared to address a contamination event impacting their utility. At the end of the workshop, participants will:

- Understand and become familiar with the steps of the remediation process.
- Identify utility-specific actions to be taken prior to an incident.
- Understand and know where to locate other resources and tools that may be helpful to prepare for and respond to an incident.
- Become aware of public health and environmental safety considerations that apply to each phase of remediation

Under this task, the contractor shall facilitate the workshop and revise and/ or update the workshop materials based on lessons learned. The contractor will assist the WACOR in identifying locations, venues, scheduling dates, conferences calls with organizers, outreach and etc.

### **Task 3: Decontamination On-line Training for the Water Sector**

This task addresses recommendation 6-4 of the 2008 “*CIPAC Water Sector Decontamination Working Group Recommendation and Proposed Strategic Plan, Water Sector Decontamination Priorities.*” The contractor shall develop Decontamination Online Training for the Water Sector, in accordance with technical direction. The training should encompass the Decontamination Preparedness and Assessment Strategy (DPAS) content. The training should address the following subtasks of Recommendation 6-4:

- Include the most current and reliable information/guidance for decontamination of water Systems



- Address both contaminated material (water and solid) and decontaminated wastes resulting from the decontamination process
- Include the management and disposal of waste created by the decontamination of infrastructure and from flushing activities
- Include discussions on clearance, wastewater issues, and coordination with other agencies
- Include NIMS/ICS guidance
- Identify the types of training and exercises needed for the water sector
- Leverage previously developed training models from other sectors (e.g., airport preparedness training models)
- Leverage relevant ongoing research outcomes
- Leverage existing disposal and decontamination guidance including:
  - RPTB Module 6
  - The WSI Remediation and Recovery (R/R) Plan within the Consequence Management Plan Guidance (CMPG)
  - A Disposal Decision Support Tool for Disposal of Contaminated Building Water System
  - NACWA Planning for Decontamination of Wastewater: A Guide for Utilities

The contractor should also leverage previously developed training content provided by the WACOR. The contractor shall update the content and develop an accessible web-based tool that will provide users with recommendations for treatment, containment, disposal of contaminated water, resources, references and knowledge questions necessary to decontaminate their water system and become resilient following an all-hazard contamination event. The training should provide the user with a certificate of completion, list of objectives, length of training, training developer contact information/details, as well as any other pertinent information required for users to obtain continuing education units within their respective state.

The web-based training shall be developed using an accessible programming language and computing platform that will maximize compatibilities with browsers (e.g. Internet Explorer), various operating systems (e.g. Windows), internet access (e.g. high speed) and devices (e.g. tablets). The contractor shall provide the WACOR with a mockup of the training for internal and external review. The WACOR will provide comments and after programming, the contractor shall provide the WACOR with the draft final web-based training for testing and final review. After review by the WACOR, the contractor shall make necessary changes and finalize for release.

In addition, the contractor will work with the WACOR to facilitate pilot testing of the Decontamination On-line Training with 5 drinking water and wastewater utilities. Once the piloting of the On-line Training is completed, the contractor will update the Training based on lessons learned and recommendations from pilots, where necessary.

After finalization of the tool, the contractor shall assist the WACOR conducting all necessary outreach of the On-line training (webinars, blurb, etc).

#### **Task 4: Subject Matter Experts Decontamination Workgroup**

This task is to continue support/facilitation and help the workgroup consisting of Environmental Protection Agency (EPA), Water Sector Utilities, Water Sector Associations, State and Federal Agencies in coordinating Decontamination efforts. This will include scheduling conference calls, webinars, face to face meetings to obtain feedback on decontamination projects and adjudicating comments, where necessary.

Within this task, the contractor shall assist the EPA WACOR to:

- Plan, schedule and facilitate four (4) conference calls and one (1) face-to-face meeting to discuss current decontamination projects and a path forward for development

#### **Task 5: Decontamination Programmatic Support**

The objective of this task is to provide scientific, engineering, training and technical support to facilitate and enhance the overall programmatic aspects of decontamination for the Water Sector. The contractor shall be tasked to support collaborations with other federal agencies, water utilities, and EPA regional personnel as needed to further the mission of Water Sector decontamination. Specific activities under this task will be assigned through written technical direction in response to decontamination program needs and shall be within the general scope of this work assignment. Tasks may include:

- Develop, review and conduct Decontamination webcasts with interactive polling questions for (DPAS (6), TTX (4) and Disposal Guide (5)).
- Facilitate with communicational outreach to various water association, utilities, emergency responders, states, locals on DPAS, TTX, and Decontamination training.
- Collaborative work with the WLA team to develop workshops for small tribal utilities.
- Provide technical assistance to develop and incorporate the biological scenario (*Francisella Tularensis*) into the Decontamination TTX Toolkit.
- Continue to update the Decontamination Website and plan, develop and conduct a series of webinars (no more than 5) on decontamination related activities and issues. For the webinars, the contractor, among other things, shall schedule with the presenters, prepare agenda and other related materials, take notes during the webinar, arrange logistics when needed for conference rooms, etc, and conduct the webinar.
- Conduct research/collaborate with NHSRC and other EPA program offices of resources available within EPA to address 2008 CIPAC Recommendations 8-3 and 6-1. Develop path forward and action plan (deliverable- guidance, factsheet, tool) based on findings.

#### **Task 6: Decontamination Regulatory Wavier Guide**

The objective of this task addresses recommendation 12-1 of the 2008 CIPAC Report. This task will provide water utilities with the regulatory process on how to attain waiver prior to a contamination event. The document/ guide should encompass some of the following items:

- the steps required to initiate a case-by-case review of permitting challenges,
- role of disaster declaration,

- any regulatory changes due to population served,
- waivers and suspensions consistent in approach across all EPA regions and states,
- regulatory issues that may apply to discharge/disposal, decontamination of infrastructure, treatment and return to service.

Contractor shall leverage lessons learned from Hurricane Katrina, BP Spill, and 2001 Anthrax attacks. The contractor should reference Office of Enforcement and Compliance Assurance (OECA) web page for waiver examples. Also, the contractor shall reference other EPA programs such as OEM, ORCR, for additional waiver information.

#### **Task 7: Complete Decontamination Preparedness and Assessment Strategy (DPAS)**

This task is to complete the development of DPAS. This will include adjudicating all comments for DPAS (Water Sector Coordinating Council, EPA's Office of General Counsel and WSD Upper Management.) The contractor shall revise DPAS based on the comments, where necessary. In addition, the contractor shall finalize the tool and assist the WACOR with all necessary outreach on DPAS.

#### **Task 8: Complete Decontamination Tabletop Exercise (TTX) Trainer's Toolkit**

This task is to complete the TTX. The contractor shall help the WACOR to plan, coordinate and conduct two (2) pilot projects; one (1) drinking water utility and one (1) waste water utility. The contractor shall assist the EPA WACOR in identifying the 2 utilities to conduct a pilot of the TTX toolkit. The contractor will develop of a one- hour instructional training that provides an overview and usage of the toolkit. The training will be provided to the utilities prior to the pilot test.

Once the pilots are completed, the contractor shall summarize the lessons learned, develop after action reports and make any necessary revisions to the Toolkit and the materials included. The contractor will provide the updated web-based tool for final review. After review by the WACOR, the contractor shall finalize the web-based tool for release and assist in all necessary communication and outreach.

#### **Special Reporting:**

The Contractor shall submit a Monthly Progress Report detailing activities undertaken and completed each month with an indication of upcoming tasks to be performed and anticipated problem areas.

#### **Meetings, Conferences, Training Events, Award Ceremonies and Receptions:**

No single event under this work assignment is anticipated to exceed \$20,000. The contractor shall immediately notify the EPA Contracting Officer, CL-COR and WACOR of any anticipated event involving support for a meeting, conference, workshop, symposium, retreat, seminar or training that may potentially incur \$20,000 or more in cost during performance. Conference

expenses are all direct and indirect costs paid by the government and include any associated authorized travel and per diem expenses, room charges for official business, audiovisual use, light refreshments, registration fees, ground transportation and other expenses as defined by the Federal Travel Regulations. All outlays for conference preparation should be included, but the federal employee time for conference preparation should not be included. After notifying EPA of the potential to reach this threshold, the Contractor shall not proceed with the task(s) until authorized to do so by the Contracting Officer.

#### **Schedule of Deliverables:**

<b>TASK No.</b>	<b>DELIVERABLE</b>	<b>DATE DUE TO EPA</b>
<b>Task 0: Workplan Submission</b>		
	Workplan, budget, and QA supplemental (APS)	According to contract
	Monthly progress reports	Monthly
<b>Task 1: Decontamination Face to Face Training</b>		
	Develop Draft Interactive Instructional Training for DPAS	within 3 weeks via written Technical Direction
	Develop Draft Interactive Instructional Training for TTX	within 3 weeks via written Technical Direction
	Revise Training Content for DPAS based on WACOR comments	within 2 weeks via written Technical Direction
	Revise Training Content for TTX based on WACOR comments	within 2 weeks via written Technical Direction
	Finalize Training Content for DPAS and TTX	within 2 weeks via written Technical Direction
	Prepare and conduct face to face trainings for DPAS (Obtain CEU)	TBD
	Prepare and conduct face to face trainings for TTX (Obtain CEU)	TBD
<b>Task 2: Decontamination Preparedness and Assessment Strategy Workshops</b>		
	Revise and or update content from lessons learned	within 2 weeks via written Technical Direction
	Conduct workshop	TBD
	<ul style="list-style-type: none"> <li>Identify location, conference room</li> </ul>	TBD
	<ul style="list-style-type: none"> <li>Schedule conference calls with organizers</li> </ul>	TBD
	<ul style="list-style-type: none"> <li>Develop agenda, certificates, feedback forms, and etc.</li> </ul>	TBD
<b>Task 3: Water Sector Online Decontamination Training</b>		
	Update/create training material based on previously developed DPAS content	within 3 weeks via written Technical Direction
	Address EPA's comments on updated content	within 2 weeks via written Technical Direction
	Revise content from internal and external review	within 3 weeks via written Technical Direction

	Finalize content and provide online training mock-up	within 2 weeks via written Technical Direction
	Address EPA's comment on mock-up	within 2 weeks via written Technical Direction
	Draft web-based online training	within 3 weeks via written Technical Direction
	Revise online training based on EPA's feedback	within 3 weeks via written Technical Direction
	Pilot Test training with utilities	TBD
	Revise training based on lesson learned from Pilot tests	within 3 weeks via written Technical Direction
	Revised Interface based on EPA Feedback	within 2 weeks via written Technical Direction
	Finalize online training	within 2 weeks via written Technical Direction
	Develop Instructional Training and assist with outreach	within 2 weeks via written Technical Direction
<b>Task 4: Subject Matter Expert Decontamination Workgroup</b>		
	Develop invitation emails, schedule conference calls	within 2 weeks via written Technical Direction
	Develop Agendas	within 2 weeks via written Technical Direction
	Conduct conference calls/webinars/webcasts	within 2 weeks via written Technical Direction
	Conduct face-to-face meeting (if necessary)	within 2 weeks via written Technical Direction
<b>Task 5: Decontamination Programmatic Support</b>		
	Provide Outreach and communication for (webcasts DPAS (6), TTX (4) and Disposal Guide (5))	within 2 weeks via written Technical Direction
	Develop mini workshops for small tribal utilities	within 3 weeks via written Technical Direction
	Biological Scenario Inclusion into TTX	within 3 weeks via written Technical Direction
	Provide Outreach for Decontamination Tools (DPAS, TTX and Online Training)	within 2 weeks via written Technical Direction
	Prepare materials and update Decontamination website as needed	within 2 weeks via written Technical Direction
	Conduct research on CIPAC recommendations 8-3 and 6-1	within 2 weeks via written Technical Direction
	Revise and/or update findings based on WACOR review	within 2 weeks via written Technical Direction
	Draft deliverable- guidance or other appropriate documents, tools, etc	within 3 weeks via written Technical Direction
	Revise deliverable	within 2 weeks via written Technical Direction

	Final deliverable	within 2 weeks via written Technical Direction
<b>Task 6: Decontamination Waiver Guide</b>		
	Develop Waiver Guide/Document	within 2 weeks via written Technical Direction
	Revise Guide based on EPA’s feedback	within 2 weeks via written Technical Direction
	Finalize Guide	within 2 weeks via written Technical Direction
<b>Task 7: Complete Decontamination Preparedness and Assessment Strategy (DPAS)</b>		
	Finalize DPAS	within 2 weeks via written Technical Direction
	Adjudicate all comments	
	Revise DPAS based on comments received	
<b>Task 8: Complete Decontamination Tabletop Exercise (TTX) Trainer’s Toolkit</b>		
	Finalize TTX	within 2 weeks via written Technical Direction
	Pilot Test Web-based tool with utilities	
	Revise tool based on lessons learned from Pilot tests	
	Revise Interface based on EPA’s feedback	
	Final web-based tool	
	Develop Instructional Training and assist with outreach	

#### **Miscellaneous:**

##### **Software Application Files and Accessibility**

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2003 or higher)
Preferred presentation format:	Power Point, Office 2003 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

#### **CONTRACTOR IDENTIFICATION**

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CL-COR and/or WACOR.

## **PRINTING**

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

### **Technical Direction**

The Contract level COR or an authorized individual is permitted to provide technical direction. Technical direction must be within the statement of work of the contract and includes: (1) Direction to the contractor which assists the contractor in accomplishing the Statement of Work, (2) Comments on and approval of reports or other deliverables. Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after verbal issuance. One copy of the technical direction memorandum will be forwarded to the Contracting Officer and the Contract Level Contracting Officer Representative.

## **TRAVEL**

Travel is anticipated for this work assignment following appropriate approval by the work assignment WACOR. Any travel will be allowable only in accordance with the limitation of FAR31.205-43 and FAR 31.205-46, and must be approved by the appropriate EPA WACOR or alternate WACOR prior to travel taking place. WA 3-34 anticipated 10 separate trips within the EPA Regions, for Task #1. This work assignment also anticipates 2 trips to Georgia and Texas, for Task 2. Travel should be estimated for 2 contractor staff (facilitator and note taker). Travel will occur within the timeframes noted on the Deliverables table. Task 3 will include travel but only if and when written technical direction is provided for work under this task.

### **Quality Assurance Surveillance Plan**

All task(s) identified in the performance work statement above are subject to review and approval by the WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, schedule, and document development standards.

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 3-34				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000002				
Contract Number EP-C-15-022			Contract Period   09/01/2015   To   06/30/2019 Base                      Option Period Number           3			Title of Work Assignment/SF Site Name Decon Strategy				
Contractor Cadmus Group LLC, The					Specify Section and paragraph of Contract SOW 2.3.2, 2.4.2, 2.4.6, 3.4.6, 5.1, 5.2, 6.1.3, 6.1.6					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance  From   07/01/2018   To   06/30/2019					
Comments: The purpose of this amendment 2 to Cadmus (EP-C-15-022) WA 3-34 is to place a NTE ceiling on WA 3-34 of \$290,000.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 6,800				
09/01/2015 To 06/30/2019										
This Action:						0				
Total:						6,800				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:					Cost/Fee			LOE:		
Cumulative Approved:					Cost/Fee			LOE:		
Work Assignment Manager Name   Marissa Lynch							Branch/Mail Code:			
_____ (Signature)							_____ (Date)			
Project Officer Name   Nancy Parrotta							Phone Number: 202-564-2761			
_____ (Signature)							_____ (Date)			
Other Agency Official Name   Lisa Mitchell-Flinn							FAX Number:			
_____ (Signature)							_____ (Date)			
Contracting Official Name   Angela Lower							Branch/Mail Code:			
_____ (Signature)							02/2/2019 (Date)			
							Phone Number: 513-487-2036			
							FAX Number:			



<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 3-34				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000003				
Contract Number EP-C-15-022			Contract Period   09/01/2015   To   06/30/2020 Base                      Option Period Number       3			Title of Work Assignment/SF Site Name Decon Strategy				
Contractor Cadmus Group LLC, The					Specify Section and paragraph of Contract SOW 2.3.2, 2.4.2, 2.4.6, 3.4.6, 5.1, 5.2, 6.1.3, 6.1.6					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From   07/01/2018   To   06/30/2019				
Comments: The purpose of this amendment 3 to Cadmus (EP-C-15-022) WA 3-34 is to add travel for contractor staff to Task 5 of the PWS.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 6,800				
09/01/2015 To 06/30/2020										
This Action:						0				
Total:						6,800				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name   Marissa Lynch						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number: 202-564-2761				
						FAX Number:				
Project Officer Name   Nancy Parrotta						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number: 202-564-5260				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number:				
						FAX Number:				
Contracting Official Name   Camille W. Davis						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number: 513-487-2095				
						FAX Number: 513-487-2115				

**PERFORMANCE WORK STATEMENT**  
**Cadmus EP-C-15-022**  
**Work Assignment No. 3-34**  
**Amendment 3**  
**Performance Period: 7/01/18-6/30/19**

**Title: Decontamination Products to Enhance Water Sector Preparedness for All Hazards**

**Work Assignment Contracting Officer  
Representative (WACOR):**

Marissa Lynch  
Office of Ground Water and Drinking  
Water (OGWDW)  
1200 Pennsylvania Avenue, NW  
(MC: 4608T)  
Washington, DC 20460  
202-564-2761  
[lynch.marissa@epa.gov](mailto:lynch.marissa@epa.gov)

**Alternate WACOR:**

John DeGour  
Office of Ground Water and Drinking  
Water (OGWDW)  
1200 Pennsylvania Avenue, NW  
(MC: 4608T)  
Washington, DC 20460  
202-564-3212  
[degour.john@epa.gov](mailto:degour.john@epa.gov)

**PWS Sections: 2.3.2, 2.4.2, 2.4.6, 3.4.6, 5.1,  
5.2, 6.1.3, 6.1.6, 7.1.1, 7.2.1, 7.2.3, 7.2.6, 7.6,  
9.1, 9.7**

**Quality Assurance:**

The tasks in this work assignment do not require environmental measurements. Consistent with the Agency's quality assurance (QA) requirements, the contractor does not need to supplement the Contract Level Quality Assurance Project Plan (QAPP) or to prepare a Project-Specific Quality Assurance Project Plan (PQAPP).

**Objective:**

The objective of this amendment #3 to WA 3-34 (**Decontamination Products to Enhance Water Sector Preparedness for All Hazards**) is to include travel under Task 5. The travel will include contractor's support for the Decontamination Flushing SMEs Workgroup and to conduct/ facilitate functional exercises with 2 utilities to address concerns of the Water Sector Coordinating Council.

**Purpose: No Change**

**Background: No Change**

**Task Detail:**

**Task 0 – No Change**

**Task 1: Decontamination Face to Face Training No Change**

**Task 2: Decontamination Preparedness and Assessment Workshops No Change**

**Task 3: Decontamination On-line Training for the Water Sector No Change**

**Task 4: Subject Matter Experts Decontamination Workgroup No Change**

This task is to continue support/facilitation and help the workgroup consisting of Environmental

**Task 5: Decontamination Programmatic Support No Change except for travel**

**Task 6: Decontamination Regulatory Wavier Guide No Change**

**Task 7: Complete Decontamination Preparedness and Assessment Strategy (DPAS) No Change**

**Task 8: Complete Decontamination Tabletop Exercise (TTX) Trainer's Toolkit No Change**

**Schedule of Deliverables: No Change**

**Miscellaneous: No Change**

**CONTRACTOR IDENTIFICATION No Change**

**PRINTING No Change**

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

**Technical Direction No Change**

## **TRAVEL**

Travel is anticipated for this work assignment following appropriate approval by the work assignment WACOR. Any travel will be allowable only in accordance with the limitation of FAR31.205-43 and FAR 31.205-46, and must be approved by the appropriate EPA WACOR or alternate WACOR prior to travel taking place. WA 3-34 anticipated 10 separate trips within the EPA Regions, for Task #1. This work assignment also anticipates 2 trips to Georgia and Texas, for Task 2. Travel should be estimated for 2 contractor staff (facilitator and note taker). Travel will occur within the timeframes noted on the Deliverables table. Task 3 will include travel but only if and when written technical direction is provided for work under this task. Task 5 includes approximately 3 trips for 1 contractor staff to the following: Washington DC, West Virginia and possibly EPA Region 6.

## **Quality Assurance Surveillance Plan No Change**